

Internship and Practicum Project Description

The internship is a culminating experience in which the student assumes responsibility for an instructional design and technology project. Internships are conducted in an environment where other instructional designers, curriculum designers, or training developers are engaged in the process of instructional design and development in the real world. The internship should require the student to be actively engaged in the process of instructional design and development with others, although independent work may be a part of this. Appropriate tasks include any of the activities associated with instructional design, including instructional design, media development, multimedia, web-design, editing, working with SMEs, etc.

Independent work on project development that does not occur in such an environment with other ID professionals is generally more appropriate for the practicum. The practicum is usually a project taken on for others in which the student designs or develops some form of instructional product or products related to instruction in the real world.

The number of hours required for the practicum and the internship vary by the number of credit hours chosen. Two credit hours requires a total of 80 hours, three credit hours requires a total of 90 hours and four credit hours requires a total of 180 total hours should be planned to complete the project. While it is possible to do a practicum or an internship within the organization that the student works currently, the project must be something that would not normally be done as part of the student's duties.

Requirements include:

Write one to one and half pages describing the project, your role, your supervisor(s)' role, the process and the purpose using the Internship/Practicum Proposal Form (attached). Submit this document for approval. We recommend a date a minimum of 2 to 4 weeks prior to the end of the semester before doing the internship. Your advisor will review the proposal to ensure that the project is appropriate for instructional design. Remember, you should be involved in a project in an ID capacity, whether working on your own or as part of a larger team.

Once the proposal is approved by your academic advisor, you will be required to obtain signatures on the Letter of Agreement form (attached). This form should outline the requirements for your supervisor which include a brief mid-term evaluation (at the mid-point point) and a final evaluation. You should generate these requirements in consultation with your supervisor, but it is your primary responsibility to develop it.

When the project begins, you will be required to submit a weekly reflective journal to your advisor which should outline your activities for the week, your thoughts on what you've learned, and your goals for the next week. Any questions should be indicated in a question and answer section which will make it easier for your advisor to immediately address your needs. You will be responsible for scheduling a meeting with your advisor at the approximate mid-point of your internship/practicum. It is also your responsibility to let your advisor know, in a timely fashion, about any issues that interfere with your completion of the internship as described here.