

**Plan C Internship
Procedures Handbook**

**The Department of Instructional Technology
Utah State University**

(May 22, 2002)

Introduction to Internships

The internship experience is considered by the Instructional Technology faculty to be a vital part of the graduate degree. The internship affords a unique opportunity for students to partner with businesses and industry.

The purpose of the internship is to provide students with an intensive experience outside the Instructional Technology department in preparation for their entrance into the professional world. Qualified students, usually two or more semesters into their program of study, work for companies in the role of an Instructional Technologist. It is not expected that interns be experienced professionals, but that they apply the practical knowledge and skills they have gained thus far in their program to the work they perform for the internship.

For the organization involved, the internship program provides interns who are enthusiastic about their work and understand the newest developments and ideas in instructional technology. In some cases, the benefit to the company continues beyond the internship, as some interns are hired full-time.

The Instructional Technology Department also benefits from the internship program. Having our students doing great things out in the field helps to maintain and promulgate the outstanding reputation of our Program. Partnerships with companies in the field extend our opportunities for further involvement, research, and funding.

The internship program contributes to the advancement of our field and those whom we serve. Students with internship experience are well prepared to begin professional careers in Instructional Technology.

The remainder of this handbook details the policies and procedures of the Plan C Internship option of the Master's degree program.

INTERNSHIP PROCEDURES

The following sections describe the procedures for successfully completing the Plan C Internship option of the Instructional Technology Master's degree curriculum. Note that standard forms referred to can be obtained from the Department Secretary or the IT website.

1. Selecting a Graduate Committee Chairperson

Select one of the department faculty to serve as your Graduate Committee Chairperson. Make an early effort to get to know the various faculty members, so that you can select a chairperson who shares your interests and with whom you are comfortable working. Your Chairperson will serve as a liaison between you and the organization. As such, your Chairperson is responsible for overseeing the internship, as well as approving and signing all paperwork.

After the faculty member accepts your invitation to act as your Chairperson, formalize the relationship using the Graduate Committee Selection Form (see the Department Secretary). Once you have obtained proper signatures, give the form to the Department Secretary for filing. Note that for students choosing the Plan C Internship option, we use the "Strong Chairperson." The department assigns the other two committee members. Also note that no committee changes can be made during the six weeks prior to degree completion.

2. Completing the Master's Degree Program of Study

After selecting a Chairperson, complete the Program of Study for Master's Degree (see the Department Secretary or the School of Graduate Studies website). This document is an official agreement with the Graduate School that the courses and portfolio listed therein will fulfill the requirements for the degree.

Obtain the appropriate signatures and give the form to the Department Secretary. She will forward the Program of Study to the Graduate School for final approval. Note that amendments to the approved program of study require a memo from and the signature of your Committee Chairperson.

3. Finding an Internship

Finding an internship is the responsibility of the student. You should begin looking for an internship long before its actual starting date. There are resources available to you that may help you find an internship. Your Chairperson or other faculty members might be able to direct you toward an internship that matches your interests or expertise. Opportunities for internships are often advertised via the IT List Serve. Contact the ITRS for information on joining the IT List Serve.

4. Applying for Internships

As mentioned previously, you should begin the internship application process as soon as possible in order to graduate in a timely manner. Companies often make “internship visits” to the department in the Fall or Spring. During these visits, some companies conduct interviews for internship positions for the following year. However, *many* companies do not make these visits or initiate interviews. You are encouraged to send resumes to several companies, apply and formally interview for a variety of internships that interest you. The more opportunities you make for yourself, the more likely you will find the kind of internship you want.

5. Formalizing the Internship—The Internship Agreement

Formalize your internship using the Internship agreement (see Appendix). This document outlines the basic expectations of the Intern, the Organization (the placement,) and the Instructional Technology Department, and must be agreed upon by all parties. After obtaining proper signatures, give the Internship Agreement to the Department Secretary for filing, together with the Internship Proposal (described below.) The Internship should be formalized before the actual internship begins. Exceptions to this rule must be approved by the Chairperson and the Department Head.

Please note that the internship requires a minimum of 400 hours of work to be completed which translates into about 10 weeks of full-time work (40 hrs/wk). Also note that amendments to the Internship Agreement require the signature of all parties involved, and must be filed in the Department with the original document.

6. The Internship Proposal

The proposal should be at least three pages in length (double spaced), and should contain the following information:

- A brief description of the company for which you will Intern.
- A description of the work that you think you will be doing, including any known activities or projects you will be assigned to work on.
- A statement of your objectives and expectations regarding the internship experience—what you hope to get out of the internship.
- How you propose to evaluate your experience

Attach your internship proposal to the Internship Agreement described above and give these to the Department Secretary for filing. Remember, this should be done before the actual internship begins.

7. Evaluation of the Internship

Internship evaluations are vital to the success of the internship program. They ensure that the internship remains a beneficial experience for all parties, and serve as an indicator of your progress as an Instructional Designer. Formal evaluations are conducted both midway through and at the completion of the internship (see Appendix for standard forms). Company-originated forms may be used in lieu of standard forms with prior approval from the Committee Chair and Department Head. Submit the evaluations to your Chairperson; they will complete their portion of the form and will forward the evaluations to the Department Secretary for filing.

During your internship you should keep a regular journal, as well as a running log of your hours worked. Your journal should reflect on your experience as an Intern, including your work on projects, as well as application of theories and skills to practice. Give a copy of your journal to your chairperson quarterly for evaluation (after completing 100, 200, 300 hours of work). A well-kept journal will facilitate the writing of your internship report (described below).

Ongoing (informal) feedback is encouraged. Should problems arise during the internship due to circumstance or grievance on your part, you should notify your Chairperson immediately in order to facilitate their timely resolution.

Aside from the various evaluations just described, you will also formally evaluate the internship experience in your Internship Report

8. Guidelines for Writing the Internship Report

After completing your internship, you will need to write a summary report using the following guidelines:

Cover Sheet.....	1 page
Introduction.....	1 page
Internship Description.....	2-4 pages
Conclusion/Evaluation.....	1/2-1 page
Recommendations.....	1/2-1 page

The summary should be double-spaced, and should follow the writing standards of the APA Publications Manual (5th Ed.), as well as those espoused by the USU School of Graduate Studies. In your introduction, state the purpose of the internship and relevant background information on both yourself and the internship. In the internship description, detail your involvement during all phases of the internship. In your conclusion, describe specifically what you learned from the project, and include an evaluation of the overall internship experience. Finally, based on your experience as an intern, give recommendations for future interns.

Submit your completed internship report to your chairperson for review. After obtaining approval of your chairperson, submit your report to the Department Head for final approval. After obtaining final approval of the Department Head, file the internship report with the Department Secretary. Your complete internship file fulfills the Plan-C internship requirements for your degree.

Internship Time Line

The following time line has been prepared as a sequential map of the steps necessary to successfully complete an internship. The actions to be taken are of the left, with corresponding paperwork on the right. The sections that follow describe this process in greater detail.

Action	Paperwork
Select Committee Chairperson	Graduate Committee Selection Form Program of Study for Master's Degree
Find Internship	
Formalize Internship	Internship Agreement, Proposal
Begin Internship	
Submit 1 st Quarter Journal	1 st Quarter Journal
Formal Evaluations	Internship Evaluation Forms
Submit 2 nd Quarter Journal	2 nd Quarter Journal
Submit 3 rd Quarter Journal	3 rd Quarter Journal
Submit 4 th Quarter Journal	4 th Quarter Journal
End Internship, Formal Evaluations	Internship Evaluation Forms
Write Internship Report	
Submit Internship Report to Chairperson	Internship Report
Revise Internship Report (If Needed)	
Submit Internship Report to Department	Internship Report
Head for Final Approval	
File Internship Report with Department	Final Copy of Internship Report

Appendix

Internship Time Line Checklist

- _____1. Select Committee Chairperson (Graduate Committee Selection Form)
- _____2. Complete Program of Study (Program of Study for Master's Degree)
- _____3. Find Internship
- _____4. Formalize Internship (Internship Agreement and Proposal)
- _____5. 1st Quarter Journal
- _____6. Midway Formal Evaluations, 2nd Quarter Journal (Internship Evaluation Forms, 2nd Quarter Journal)
- _____7. 3rd Quarter Journal
- _____8. End Evaluations, 4th Quarter Journal (Internship Evaluation Forms, 4th Quarter Journal)
- _____9. Submit Internship Report to Chairperson for approval
- _____10. Submit Internship Report to Department Head for Final Approval
- _____11. File Internship Report with Department Secretary (Final Copy)

Instructional Technology Department INTERNSHIP AGREEMENT

The following is an agreement between the Internship Placement (Placement), the Utah State University Department of Instructional Technology (Department), and the Intern. The agreement should be completed and filed with the Department before the internship begins. Any changes made to this agreement should be agreed upon by all accountable parties and filed with the Department.

Agreement of cooperation between the Department,

_____ and _____
Placement (Please Print) Intern (Please Print)

The Placement should:

1. Provide the Intern with an orientation to agency policies and procedures and inform Interns of changes in a timely manner.
2. Provide the Intern with access to offices, equipment, and work space appropriate to their position.
3. Treat Interns as employees of the agency with all the rights and responsibilities within the agency's power.
4. Employ the Intern between the dates of _____ and _____, for an average of _____ hours per week (Note: total hours must meet the 400 hour minimum requirement).
5. Offer the Intern the following salary: _____.
6. Assign a person to supervise the Intern, and provide the Program and Intern with up-to-date contact information for this person.
7. Notify the Department and Intern of difficulties or necessary changes as soon as possible.
8. Formally evaluate the Intern both midway and at the termination of the internship.
9. Provide ongoing feedback about the internship program.
10. Ensure that the Intern's duties are in accordance with the AECT code of ethics.

The Department should:

3. Provide a faculty member to act as a liaison between the Intern and the Placement, and provide the supervisor and Intern with up-to-date contact information for this person.
4. Facilitate the confidential handling of communications between the Instructional Technology Department, the Intern, and the Placement.
5. Monitor Intern's progress throughout the internship.
6. Notify the Placement and Intern of difficulties or necessary changes as soon as possible.
7. Take responsibility for assigning the Intern a grade.

Contact Information

Placement Representative:

Name:
Phone:
Fax:
Email:
Address:

Intern:

Name:
Phone:
Fax:
Email:
Address:

Committee Chair:

Name:
Phone:
Fax:
Email:
Address:

Department Head:

Name:
Phone:
Fax:
Email:
Address:

Internship Evaluation

Section B

Section B is to be completed by the Intern.

RE: _____, _____
(Name of Intern) (Name of Placement)

Number of hours completed: _____

Please evaluate the internship by briefly responding to the following items (Reverse side may be used if additional space is necessary).

1. What is your view of the Placement and your place within it? (Are you respected as an employee of the company?, etc.)

2. Evaluate your Placement Supervisor (Do they provide constructive/helpful feedback and support for your work? Are they available?, etc.)

3. Evaluate your assigned work load (Are the Placement's expectations appropriate?, etc.)

4. Is the internship fulfilling your objectives and expectations? Have your objectives and expectations changed since beginning the internship? If so, how?

5. Evaluate your own performance as an intern.

6. Evaluate your progress as an instructional designer.

Intern: _____

(Please sign)

_____ (Date)

