This document is prepared for organizations, as well as graduate students, interested in participating in the Instructional Systems Graduate Internship Program at the University of Central Florida (UCF). Instructional Systems (IS) is one of three tracks within the Instructional Design and Technology (IDT) Master’s (MA) Degree Program at UCF. This document provides a brief overview of the IDT Program and describes the roles and responsibilities of students, university advisors, on-site supervisors, and agencies participating in the Instructional Systems internship program. Internship requirements for the other MA tracks within the IDT program (i.e., Ed. Tech. and e-Learning) may differ. Interns for the Ed. Tech. and e-Learning professional tracks should contact their track coordinator for details. Those interested in the IS internship program should contact:

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Instructional Technology Master’s and Ph.D. Program

The Instructional Design & Technology (IDT) program at the University of Central Florida (UCF) provides leadership and professional training in the analysis, design, development, implementation and evaluation of training and educational systems that are necessary to prepare productive citizens for today’s information-based, technology-driven society. The IDT faculty, students, and graduates provide leadership to local school districts, institutes of higher education, government agencies, as well as aerospace, petrochemical, military, medical, hi-tech and other related industries as they look to implement effective and efficient learning environments based on the latest advances in computer technology and the cognitive sciences. The IDT program also supports the infusion of technology, and the design of innovative learning environments within its own program, the College of Education, UCF, and the Central Florida Region.

Graduate Internship Program

The master’s and PhD internship provides an opportunity for graduate students to participate in the work of an approved agency, organization or institution. It is designed to provide students with “real-life” experiences in applying related skills and knowledge, and to gain practical training that will complement and enhance their academic preparation. Internships are judged upon evidence of the student’s attitudes and ability to apply structured graduate experience in a supervised situation.
Student Requirements

Prerequisites. Students are encouraged to register for and complete their internships toward the end or after they have finished their required and elective coursework. However, there may be special opportunities and circumstances where students register for internships earlier in their program of study. Each student’s academic advisor is responsible for ensuring the student is prepared to successfully complete desired internships.

Finding an Internship. Students are encouraged to seek internship opportunities at least one semester prior to planned registration and enrollment. Students may use the listing of potential internship sites, posted on the IDT Program Website or seek their own internship opportunities through personal and professional contacts. Although faculty will assist, students’ are responsible for finding and confirming internships. A specific internship must be identified prior to registration.

Registration. Students must complete and submit a “Registration Agreement Form” (that must be signed by the Internship Coordinator (Dr. Atsusi Hirumi) and an authorized college representative (e.g., EHS Program Chair, Dr. Grant Hayes) to register for internships. The Registration Form is available from the Department’s Administrative Assistant—Angela Lefvreve (407-823-2595).

Time Requirements. Students must log a minimum of 160 contact hours during their internship, with at least two-thirds of them in the field setting. The remainder of these hours may be logged through engagement in university advisor approved activities in other settings. However, please note: Internship hours may need to conform to requisite time frames set by the internship site. In some situations (e.g., where a deliverable is being rushed to completion) everyone in the organization typically lends a hand, often working overtime. Interns may be required to work additional hours on certain days and internship sites may ask interns to work for longer periods of time. Interns may be contracted to work more than the minimum 160 hours on an individual basis.

Products. Before students begin their internship, they MUST prepare an internship contract that specifies (a) the context (name of organization, size, mission, etc.), (b) what they will learn (specific learning goals and objectives), what they will do (e.g., list of activities/tasks), (d) what they will produce (one product must be a 3-5 page paper reflecting on their experience), and (e) an approximate timeline that depicts when the student will have each product completed. The contract must be completed and signed by the student, the on-site facilitator, and the faculty advisor BEFORE the student starts their internship experience.

Products(s), demonstrating activities conducted during the internship may include, but are not limited to: design documents, instructional materials, courseware, training evaluations, job aides, needs assessment reports, accounts of research or evaluative activities, work logs, seminar reports, and/or supervisors’ critiques.
All internship reports and products are to be submitted to the appropriate faculty advisor no later than the first day of the final examination period of the internship semester. Specific requirements regarding substance, content, and due dates for the reports and products will be negotiated between the intern, university advisor, and on-site supervisor. In general, the student should submit one portfolio that includes all documents and products.

Interns are expected to complete all requirements within the semester or summer session in which they are registered in the internship. If, under unusual circumstances, the internship cannot be completed during that term, a grade of “I” may be assigned subject to general University rules for resolution. If a grade of “I” is assigned, a completed Incomplete Grade Form must be submitted to the office of the Associate Dean.

It is expected that students will be guided in their writings by their university advisor and the Publication Manual of the American Psychological Association (3rd Edition), which is the preferred form for reports in the School of Education.

**IMPORTANT NOTES:**

- In some situations the work being performed during the internship may be of a classified or proprietary nature. In these instances please coordinate final submission of documents with both the site and university supervisors in advance of required deadlines.

- Although not typical, there may be times when interns are asked to travel outside of Orlando to assist in a project. International students MUST meet with someone from the International Service Center to get permission to travel, particularly if it’s outside of the 48 contiguous states.

**Responsibility of University Advisors**

University advisors are responsible for directing on-campus meetings, visiting individual interns, working with the on-site supervisor(s), and addressing concerns held by interns, on-site supervisors, and participating agencies or institutions. In addition to oral and written critiques that may be shared earlier in the term, the university advisor is to provide the student with a final written and/or oral evaluation of their performance in the internship.

The grade for the internship will be assigned by the university advisor, in collaboration with the site supervisor, after all activities, reports and products have been completed. Until the student has completed all work, a grade of “I” will be recorded. If a grade of “I” is assigned, completion of an Incomplete Grade Form must be submitted to the office of the Associate Dean.
Responsibility of On-Site Supervisors

Day to day supervision of interns rests with the on-site supervisor(s). While the actual time spent with interns is left to the discretion of the supervisor and the intern, supervisors are expected to meet with their intern(s) at least once a week to mentor, review work, discuss activities and formulate plans. On-site supervisors should be available to meet with university advisors at the beginning of the semester and during on-site visits. Supervisors should respond to questions or comments that may be made by university advisors or interns. On-site supervisors are also responsible for notifying interns and university advisors of any changes that may occur within the agency/institution that may affect the intern or the internship program. In addition to oral and written critiques that may be shared earlier in the term, on-site supervisors are to provide interns with a final written evaluation of their performance in the internship. A copy of the evaluation must be submitted to the intern’s university faculty supervisor.

Responsibility of Participating Agency or Institution

Participating agencies or institutions are to furnish UCF IDT faculty (Dr. Hirumi) with a one page summary describing the mission of the organization, its location and any other relevant demographic information. The summary should also provide contact information, a general description of the roles and responsibilities of potential interns and state whether or not paid internships are available. The summary should also note whether the intern must be a U.S. citizen. Participating agencies/institutions are responsible for updating the summary whenever necessary (see sample at end of document).

Participating agencies/institutions are to designate a single point of contact who will act as the primary liaison between the agency/institution and UCF. The contact person may, but does not necessarily have to be an intern supervisor. The contact person is responsible for notifying the IS internship coordinator if, for any reason, the agency/institution is not able to accept interns at any particular time and if any changes are made within the agency or institution that may affect interns or the internship program. The IS internship coordinator, in turn, will contact the liaison if any changes are made within UCF that may affect interns or the internship program.

Participating agencies/institutions are to identify and provide the IS internship coordinator with a list of potential on-site supervisors. A resume or vita for each potential supervisor should also be submitted with the list. On-site supervisors play a key role in providing guidance and mentorship for interns. Therefore, it is critical to match the skills, knowledge, attitudes and interests of on-site supervisors with that of interns.

While it is the primary responsibility of the university advisors to inform on-site supervisors of any relevant changes to the internship program, and visa versa, it is also the responsibility of the agency liaison and the IS internship coordinator to ensure that all relevant people are kept abreast of any relevant changes made to the internship program.
How to become an official internship site

1. Contact Dr. Hirumi at (407) 823-1760 or atsusi.hirumi@ucf.edu and inform him that your organization is interested in participating in the Instructional Systems Internship Program.

2. Establish a single point of contact for your organization. This person should contact Dr. Hirumi and make arrangements to finalize participation in the program.

3. Prepare three brief paragraphs that includes: (a) name of organization, its location and contact information; (b) a general description of the organization or department that describes mission, products, services, size, etc.; and (c) a general description of the roles and responsibilities of potential interns including a statement indicating whether or not paid internships are available and if the intern must be a U.S. Citizen. The description of the organization should be submitted to Dr. Hirumi.

4. Once participation in the internship program has been reviewed, your organization’s contact information will be posted, along with the description in our list of potential internship sites which is given to all IS graduate students.

5. Potential interns will contact the appointed person within your organization. Please feel free to set up interviews or implement any other procedure you may have for screening and selecting interns. You may also contact program faculty for recommendations on specific students. You may want to consider posting a preferred contact or application date for each term so that you can compile a list of applicants and select accordingly.

NOTE: It is important to note that Interns may not be available at all times. On average, 5-10 graduate students begin their Master’s option during any given semester. Out of these 5-10 students, approximately 2 - 6 choose the Internship option.
Sample Internship Description

| Contact: Duncan Welder  
Training Specialist  
Marathon Ashland Petroleum LLC  
(409) 943-7295  
wdwelder@mapllc.com | The Texas Refining Division of Marathon Ashland Petroleum LLC is a crude oil refinery with a processing capacity of 73,000 barrels per day. It employs approximately 265 people. The Texas Refining Division processes sweet (low sulfur, domestic crude from the Gulf Coast area. This crude is supplied primarily by pipeline, but truck, barge and ship delivery can also be accommodated. The principal refined products of the Division include LPG, gasoline, naphtha, fuel oil and aromatics. Most of these products are shipped by pipeline to the Midwest and southeast areas of the United States. Approximately 450 million gallons of gasoline are shipped out of the refinery annually. |
| The Texas Refining Division Training Group requests a Training Intern to assist with development and administration of computer-based training modules. Currently, the Training Group has many projects in the design and development phases of the Instructional Design process. Utilization of an intern at this time would free the Training Group to focus on the analysis of training needs, design of new training programs and management of training requirements while increasing the speed at which training projects are completed. |
| All internships are paid and interns do not have to be U.S. Citizens. |