

# **Internship Handbook**

Master of Education (MEd)

Master of Arts (MA)

Department of Instructional Technology & Learning Sciences  
Utah State University

## **Introduction to Internships**

The internship experience is considered by the Instructional Technology & Learning Sciences faculty to be a vital option in the ITLS graduate program. 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 & Learning Sciences 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/organizations in the role of an Instructional Technologist or Learning Scientist. 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 and learning sciences. In some cases, the benefit continues beyond the internship, as some interns are hired full-time by the organization.

The Instructional Technology & Learning Sciences 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 & Learning Sciences.

The remainder of this handbook details the policies and procedures of the internship option of the ITLS master's degree programs.

## **INTERNSHIP PROCEDURES**

The following sections describe the procedures for successfully completing the internship option of the Instructional Technology & Learning Sciences master's degree curriculum. Note that forms referred to can be obtained from the ITLS department secretary or the ITLS website.

### **1. Selecting a Graduate Committee Chairperson**

Select one of the department faculty to serve as your 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 internship organization. As such, your Chairperson is responsible for overseeing the internship, as well as approving and signing all paperwork. Note: if you are taking ITLS 6940 as a cohort based class experience, the instructor will take on the role of Chairperson for the purposes of reporting and act as a mentor for your Internship.

### **2. Completing the Master's Degree Program of Study**

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

Work with the ITLS advisor to finalize your PoS. She will forward it to the School of Graduate Studies for final approval. Note that amendments to the approved program of study go to the School of Graduate Studies and require a memo from, and the signature of, your Chairperson.

### **3. Finding an Internship**

Finding an internship is the responsibility of the student. You should begin looking for an internship long before the 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 ITLS listserv. If you are not currently subscribed, contact the department secretary for information to join the ITLS listserv.

### **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 may make "internship visits" to the department during the fall and spring semesters. During these visits, some companies conduct interviews for internship positions. However, *many* companies do not make these visits or initiate interviews. You are encouraged to send resumés 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 or the ITLS website). This document outlines and contractualizes the basic expectations of the Intern,

the Organization (the placement), and the Instructional Technology & Learning Sciences Department. After obtaining proper signatures, submit your Internship Agreement to your Chairperson, together with the Internship Proposal (described below.) The Internship must be formalized (accepted and signed) with all parties before the actual internship begins – exceptions to this rule must be approved by the Chairperson and the ITLS department head. Amendments to the Internship Agreement require the signature of all parties involved, and must be filed in the ITLS department with the original document.

Please note that the internship requires a minimum of 50 hours of work per credit to be completed; a 3-credit internship would be a minimum total of 150 hours.

### **6. The Internship Proposal**

The proposal should be 3-4 pages in length and should contain the following information:

- A brief description of the company/institution for which you will intern.
- A description of the work you expect 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, (found in the Appendix), and submit these to your Chairperson. Remember, this must 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 a professional. Formal evaluations are conducted both midway through and at the completion of the internship (see the Appendix for the standard forms). Company-originated forms may be used in lieu of standard forms with prior approval from the Chairperson and department head. Additional evaluations may be scheduled at the discretion of the Organization. Submit the evaluations to your Chairperson.

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 after every 50 hours of work completed for evaluation. 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 a 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, write a summary report using the following guidelines:

- |                           |             |
|---------------------------|-------------|
| 1. Cover Sheet/Title Page | 1 page      |
| 2. Introduction           | 1 page      |
| 3. Internship Description | 2 - 4 pages |
| 4. Conclusion Evaluation  | ½ - 1 page  |
| 5. Recommendations        | ½ - 1 page  |

Total length 5 – 8 pages

The proposal should follow the writing standards outlined in the current *Publication Manual of the American Psychological Association* (APA). The APA manual describes and provides examples of current forms for citing references in text, listing references, headings, etc.

Margins, pagination, and typing standards should follow those outlined by the Publication Guide for Graduate Students at USU:

<https://usu.box.com/s/84z9u8fo2g9wxzcgchibx1skwvs1n7la>

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.

# Appendix

## Internship Time Line Checklist

(for 3 credit internship)

The following time line has been prepared as a sequential map of the steps necessary to successfully complete a 3-credit internship. The actions to be taken are to the left, with corresponding paperwork on the right.

<b>Action</b>	<b>Paperwork</b>
Select Chairperson	Program of Study for Master's Degree
Find Internship	
Formalize Internship	Internship Agreement and Proposal
Begin Internship	
Submit 1 Internship Journal (50 hours completed)	
Formal Midterm Evaluation	Internship Evaluation Form
Submit 2 Internship Journal (100 hours completed)	
Submit 3 Internship Journal (150 hours completed)	
End Internship, Formal Completion Evaluation	Internship Evaluation Form
Write Internship Report	
Submit Internship Report to Chairperson	Internship Report

# Internship Agreement

Department of Instructional Technology & Learning Sciences Utah State University

The following is an agreement between the Internship Organization (Placement), the Department of Instructional Technology & Learning Sciences (Department), and the Intern. The agreement should be completed and filed with your Chairperson before the internship begins. After signing, any changes made to this agreement should be negotiated with all accountable parties with an addendum filed with the Chairperson.

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 50 hours of work minimum per 1 USU credit requirement).
5. Offer the Intern the following salary: \_\_\_\_\_
6. Assign a person to supervise the Intern, and provide the Department 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:

1. 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.
2. Facilitate the confidential handling of communications between the Instructional Technology & Learning Sciences Department, the Intern, and the Placement.
3. Monitor Intern's progress throughout the internship.
4. Notify the Placement and Intern of difficulties or necessary changes as soon as possible.
5. Take responsibility for assigning the Intern a grade.

The Intern should:

1. Follow the policies and procedures of the Placement.
2. Follow the policies and procedures of the Department.
3. Follow the AECT code of ethics.
4. Act as an employee of the Placement, including attending all requested staff meetings and supervision.
5. Formally evaluate 1) the Placement, 2) the Placement supervisor, and 3) the ITLS Department's internship program.
6. Notify the Placement and the Department of difficulties or necessary changes as soon as possible.

Please attach any additional comments and conditions specific to this contract.

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*Placement Representative Signature*

*Print Name*

*Date*

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*Intern Signature*

*Print Name*

*Date*

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*Chairperson Signature*

*Print Name*

*Date*



## Contact Information

### Placement Representative

*Name* \_\_\_\_\_

*Phone* \_\_\_\_\_

*Fax* \_\_\_\_\_

*E-mail* \_\_\_\_\_

*Address* \_\_\_\_\_

### Intern

*Name* \_\_\_\_\_

*Phone* \_\_\_\_\_

*Fax* \_\_\_\_\_

*E-mail* \_\_\_\_\_

*Address* \_\_\_\_\_

### ITLS Chairperson

*Name* \_\_\_\_\_

*Phone* \_\_\_\_\_

*Fax* \_\_\_\_\_

*E-mail* \_\_\_\_\_

*Address* \_\_\_\_\_

**Intern Evaluation Form**  
Section A

Section A is to be completed by the Placement Supervisor.

RE: \_\_\_\_\_ Number of hours completed: \_\_\_\_\_  
(Name of Intern)

*Please evaluate the intern by providing brief comments and/or recommendations for the following items. (Reverse side or attachments may be used if additional space is necessary.)*

1. The Intern's performance as an employee of your organization (adherence to policies and procedures, ethical practice, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The intern's performance on their assigned work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the description below that best describes the Intern's overall performance/progress.

\_\_\_\_ Excellent      \_\_\_\_\_ Satisfactory      \_\_\_\_\_ Unsatisfactory-Contact me

3. Additional comments, recommendations, or concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Intern Evaluation Form**  
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.*

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

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

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3. Evaluate your assigned workload (Are the Placement's expectations appropriate? etc.): \_\_\_\_\_

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

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5. Evaluate your own performance as an intern: \_\_\_\_\_

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6. Evaluate your progress as an instructional designer: \_\_\_\_\_

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Intern signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Intern Evaluation Form**  
Section C

Section C is to be completed by the Chairperson

RE: \_\_\_\_\_ , \_\_\_\_\_  
(Name of Intern) (Name of Placement)

Number of hours completed: \_\_\_\_\_

*Please make an overall evaluation of the Intern based on the following information:*

- Section A of the Internship Evaluation (submitted by the Placement)
- Section B of the Internship Evaluation (submitted by the Intern)
- Journal evaluations (submitted by the Intern)
- Any correspondence regarding the internship
- Your personal familiarity with the company, the intern, etc.

Overall Evaluation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the description below that best describes the Intern's overall performance/progress.

\_\_\_\_\_ Excellent          \_\_\_\_\_ Satisfactory          \_\_\_\_\_ Unsatisfactory

Additional Comments/Recommendations (if any, should be discussed with the Intern): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_