EME6946: Internship/Field Experience
Spring 2013

Instructor
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Phone: 850-474-3013
Office hours: online, in person, or by phone, by appointment

Course Description
Observation and participation in instructional and performance technology organizational settings. Students participate in field-based experiences related to their course of study and future goals. Permission is required.

Course Goal
Students will demonstrate their ability to use the knowledge, skills and abilities developed during the course of their academic program to successfully address authentic instructional and performance technology problems and/or opportunities in a professional setting.

About this Course
This course is primarily a guided independent study activity intended to allow students to select between one of two options, an internship or a field experience/project, to be completed for an employer or other client. The course is intended to provide you an opportunity to demonstrate your ability to synthesize and apply the knowledge and skills developed throughout your academic program. Specific guidelines for internships and field experiences/projects are as follows.

- Internships are to be at least one term in duration and of at least half time in load.
- ALL internships, field experiences and projects MUST be approved by the Field Experience coordinator PRIOR to the start of the semester
- Projects should be complex and extensive in nature.
- Interns should expect to perform a clearly defined job relating to the "normal" operation of the host organization.
- Interns should expect to be treated as a "regular" new member of the host staff.
- Interns may or may not be compensated for their work at the employer’s discretion
- Student current full- or part-time employment is not acceptable as a substitute for an internship.
- If students accept an internship in their own organization they must participate in activities outside the scope of their current position.
**Internship Option Topics and Deliverables**

The Internship Option covers the following topics:
- Securing a position/internship in the IPT field
- Working in IPT Environments
- Applying instructional and performance processes to real-world experiences
- Reflecting on how theoretical IPT concepts are implemented into real-world settings

The deliverables associated with the Internship Option, their due dates and point value, are listed in the table below. Please see the separate “Assignment Sheet” for additional information about completing and submitting each. If you have questions regarding any of these deliverables please contact me immediately.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due Date</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal/Securing the internship: resume, letter of application, interview reflections, outline of assigned responsibilities, etc.</td>
<td>January 7</td>
<td>250</td>
</tr>
<tr>
<td>Field Journals/Discussions: each week you will post a journal-type account of your experiences to the discussion board in the course site. You will also read and respond to posts made by your classmates weekly. <strong>NOTE</strong>: discussion posts must be made weekly, even if no work was accomplished.</td>
<td>January 13, 20, 27 February 3, 10, 17, 24 March 3, 10, 17, 24, 31 April 7</td>
<td>250</td>
</tr>
<tr>
<td>Employer and Student Review: individually submitted employer and student evaluations of student work based on criteria developed collaboratively with employer, student and instructor at the beginning of the assignment</td>
<td>April 7</td>
<td>250</td>
</tr>
<tr>
<td>Reflective presentation: Audio/visual presentation of experience including proposal, work completed, lessons learned and link to educational program. Must be presented in a format that can be posted to the program website and viewed by faculty and students.</td>
<td>April 14</td>
<td>150</td>
</tr>
<tr>
<td>Project debrief: Synchronous meeting with faculty and students to answer questions related to the internship experience and your academic program and career aspirations.</td>
<td>Week of April 22-26 (actual date TBD)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
Field Experience/Project Option Topics and Deliverables
The Field Experience/Project Option covers the following topics:

- Determining knowledge, skills, and abilities required of IPT professionals
- Project Identification and Planning
- Project Design and Development
- Project Evaluation and Reflections
- Applying instructional and performance processes to real-world experiences
- Reflecting on how theoretical IPT concepts are implemented into real-world settings

The deliverables associated with the Field Experience/Project Option, their due dates and point value, are listed in the table below. If you have questions regarding any of these deliverables please contact me immediately.

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<th>Due Date</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal/Project Plan: identification of project, required resources, milestones, deliverables, timeline and evaluation plans</td>
<td>January 7</td>
<td>250</td>
</tr>
<tr>
<td>Field Journals/Discussions: each week you will post a journal-type account of your experiences to the discussion board in the course site. You will also read and respond to posts made by your classmates weekly. <strong>NOTE:</strong> discussion posts must be made weekly, even if no work was accomplished.</td>
<td>January 13, 20, 27 February 3, 10, 17, 24 March 3, 10, 17, 24, 31 April 7</td>
<td>250</td>
</tr>
<tr>
<td>Final Project: completed project and associated documents (reports, instructional materials, links to web based material, etc.)</td>
<td>April 7</td>
<td>250</td>
</tr>
<tr>
<td>Reflective presentation: Audio/visual presentation of experience including proposal, work completed, lessons learned and link to educational program. Must be presented in a format that can be posted to the program website and viewed by faculty and students.</td>
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<td>100</td>
</tr>
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<td>Total Points</td>
<td></td>
<td>1000</td>
</tr>
</tbody>
</table>
Posting Assignments to TK20
All students enrolled in the comprehensive master’s program with a specialization in Instructional Technology or degree programs through the School of Education, are required to submit all work for this course through BOTH the course site and TK20. If you have been required to use TK20 in other courses, this likely applies to you. If you have not, it likely does not. If you are unsure please ask your adviser.

If you are required to use TK20, please notify me so I can make the necessary arrangements. Thank you.

Course Policies
Grading: I will begin grading assignments immediately following the due date. Grades and feedback will be provided to you by email within one week of submission; sooner if possible. The course is based on 1000 points. Weighting of individual assignments is based on % of the total points for the course (e.g. 300 points=30%). Final grades will be based on the UWF Letter Grade System which is as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>925-1000</td>
<td>93-100</td>
<td>A</td>
<td>725-764</td>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>895-924</td>
<td>90-92</td>
<td>A-</td>
<td>695-724</td>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>865-894</td>
<td>87-89</td>
<td>B+</td>
<td>665-694</td>
<td>67-69</td>
<td>D+</td>
</tr>
<tr>
<td>825-864</td>
<td>83-86</td>
<td>B</td>
<td>625-664</td>
<td>63-66</td>
<td>D</td>
</tr>
<tr>
<td>795-824</td>
<td>80-82</td>
<td>B-</td>
<td>&lt;625</td>
<td>&lt; 63</td>
<td>F</td>
</tr>
<tr>
<td>765-794</td>
<td>77-79</td>
<td>C+</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Late Deliverables: Deliverables are to be submitted through the dropbox on or before 11:59pm CST/CDT on the posted due date. If you anticipate missing the due date for a deliverable please notify me prior to the deadline to discuss the reason for the delay and the possibility of a short extension. Extensions will not be granted without good reason. Please note that poor time management does not constitute an emergency.

Withdraws/Incompletes: Please discuss any academic concerns with me prior to withdrawing. The withdraw deadline for this course is 03/22/2013. University policy states that “withdraws after this date may only be approved for the following reasons:
1. A death in the immediate family.
2. Serious illness of the student or an immediate family member.
3. A situation deemed similar to categories 1 and 2 by all in the approval process.
4. Withdrawal due to Military Service (Florida Statute 1004.07)
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482)
Please note: Students who do not officially withdraw will be assigned a standard letter grade. Late withdraws must be approved by the students advisor, instructor of the course, department chairperson, and finally, the University Academic Appeals Committee. Students who withdraw are not enrolled as of the date the withdrawal is processed. “
**Instructor Availability:** E-mail is the best method of communicating with me. I will respond to e-mails within 24 hours of receipt, 7 days a week. Any exceptions to the above policy regarding my availability (travel, anticipated lack of internet access, etc.) will be communicated to you in advance whenever possible.

Please note the following additional communication guidelines:

1. All general information questions regarding course materials or assignment requirements should be posted to the General Discussion forum. Do not send these types of questions via email.
2. All personal concerns (scheduling issues, missed due dates, grades, etc.) should be sent via email. Do not post these items to the discussion board.
3. All emails **MUST include the course number in the subject line and a signature in the body of the message.**
4. If you would like to meet with me in person, via phone, or in a real-time online conference, please email me to make arrangements. I am happy to meet with you as needed and will do my best to work around your schedule.

**Academic Integrity:** Academic integrity is of the utmost importance. Students are required to refrain from all forms of Academic Misconduct, including but not limited to copyright infringement and plagiarism. The specific UWF policy on these matters is outlined in the University of West Florida **Academic Misconduct Policy.** Please use the provided link to familiarize yourself with this policy.

**Student Code of Conduct:** All students are expected to abide by the guidelines set out in the University Of West Florida Student Code Of Conduct, available for review online at: [Student Code of Conduct](#).

**Students with Disabilities:** Students with physical and/or learning disabilities are encouraged to contact the Student Disability Resource Center for assistance. The SDRC will work with you to identify necessary accommodations and forward that information to your instructors. The center can be accessed using the following link: [SDRC](#).

**Weather Emergency Information:** In the case of severe weather or other emergency, the campus might be closed and all classes, including those online, cancelled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.

- WUWF-FM (88.1MHz) is the official information source for the university. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.
- In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and Argus will both provide current information regarding hurricane preparation procedures, the status of classes and the closing of the university.

Emergency plans for the University of West Florida related to weather or other emergencies are available on the following UWF web pages:
Information about hurricane preparedness plans is available on the UWF website: http://uwfemergency.org/hurricaneprep.cfm

Information about other emergency procedures is available on the UWF website: http://uwfemergency.org/