

UCF Instructional Design and Technology Program
All Tracks enrolled in EME 6940

EME6940 Practicum/Internship Proposal and Contract **Summer 2019** Template
TRACK 2 - Summer

Internship Site:

UCF Center for Distributed Learning
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Contacts:

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Context

During the summer of 2019 I was an intern at The Center for Distributed Learning (CDL) at UCF under the supervision and guidance of Linda Futch, Ed.D. Interim Director, Instructional Design.

CDL serves as the central agent for online learning at UCF, providing leadership in distance learning policies, strategies, and practices. CDL supports and expands student access to education through the advanced application of instructional technology, data analysis, policy, and strategic planning for distributed learning programs and courses.

Within CDL I interned with the Instructional Design Team; whose primary function is to promote the quality of online instruction at UCF. This is accomplished by facilitating the design and development of online courses through a combination of face-to-face interaction, just-in-time training, and ongoing professional development.

Learning Goals and Objectives

During the internship, I had the opportunity to develop and refine my skills, knowledge and ability to:

- Practice the major role responsibilities of Instructional Designers in an academic setting.
- Demonstrate the skills utilized by Instructional Designers.
- Develop a professional portfolio which showcases Instructional Design work products that I have designed and developed during my internship.
- Identify and classify the tasks carried out by Instructional Designers at the Center for Distributed Learning.
- Identify the procedures used in conducting faculty consultations.
- Identify the workflow processes used in managing the different types of Instructional Designer projects.
- Demonstrate the skills of an Instructional Designer with the Center for Distributed Learning.

Responsibilities and Tasks

To achieve my objectives, I:

- Observed the roles and responsibilities of CDL Instructional Designers.
- Met regularly with mentors and supervisors, seeking guidance and support through the internship process.
- Reflected on my experiences throughout the internship process and recorded events and accomplishments in a journal.
- Developed a lesson for Dr. Gunter's class EME 6417 regarding Storyboard development.
- Performed Quality Reviews of online courses at UCF.
- Provided maintenance to IDL 6543, a course provided by CDL to UCF faculty that models how to teach online at UCF utilizing Webcourses.
- Developed a web-based portfolio that showcases accomplishments and evidence of a range of skills relevant to Instructional Design.
- Completed all modules provided by CDL ID Internship Course on Webcourses to gain insight into different aspects of the work Instructional Designers accomplish at CDL.

Deliverables

By the end of this internship I have developed a web-based portfolio that showcases my accomplishments and contains evidence of skills and competencies relevant to Instructional Design. This portfolio contains multiple work products including a lesson for storyboarding designed for Dr. Gunter's students in EME 6417 as well as projects that I have worked on throughout my graduate coursework.

In addition to my e-Portfolio, I have a chronicle of events and experiences from my internship in the form of a journal. This journal contains notes from meetings with mentors, department meetings, observations of professional Instructional Designers and Instructional Design consultations, and my experience designing and building and maintaining content for instructional purposes.

Schedule of Milestones:

Weeks 1-2

- Met with Dr. Futch to review internship objectives and expectations.
- Met with Dr. Gunter and Dr. Futch; analyzed needs for the Storyboard lesson.
- Completed ID Internship Course modules 1 and 2.
- Submitted Activity 1: Initial Proposal by May 24 to Dr. Gunter.
- Observed IDL6543 (Interactive Distributed Learning) Face-to-Face Meeting (Friday May 24, 2019).
- Shadowed multiple Instructional Designer consultations with IDL6543 participants (throughout all 10 weeks).

Weeks 3-4

- Performed a practice Quality review and consulted with an Instructional Designer.
- Ran a UDoIt report on a course and addressed accessibility issues.

- Completed ID Internship Course modules 3 and 4
- Provided responses to Activity 2: Discussion – Checking in and How is It Going? to EME6940 Webcourses discussion forum.
- Met with Dr. Futch concerning Instructional Designer performance reviews.
- Outlined objectives and select media, materials and resources for the Storyboard lesson.

Weeks 5-6

- Completed ID Internship Course modules 5 and 6.
- Submitted Storyboard lesson draft proposal to Dr. Futch and Dr. Gunter.
- Attended a Quality Review meeting.
- Began reviewing and updating links in IDL6543, providing much needed maintenance.
- Observed IDL 6543 Face-to-Face Meeting (Friday June 21, 2019).

Weeks 7-8

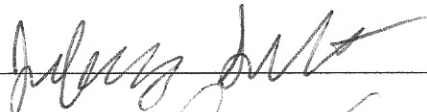
- Performed a practice Quality review and consulted with an Instructional Designer.
- Attended CDL analytics meeting.
- Assisted with an OER grant fact finding project.
- Provided responses to Activity 3: Discussion – Checking in and How Did It Go? to EME6940 Webcourses discussion forum.
- Evaluated Storyboard lesson and revised as needed.
- Consulted with Dr. Gunter's intern to review and evaluate Storyboard project.

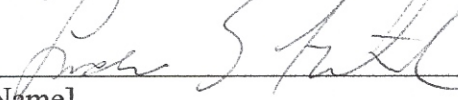
Week 9-10

- Observed IDL 6543 Face-to-Face Meeting (Friday July 26, 2019).
- Submitted ePortfolio for Activity 4: Practicum/Internship ePortfolio to Dr. Gunter via Webcourses.
- Provided submission for Activity 5: Final Reflection by July 24 to Dr. Gunter via Webcourses.

For a more detailed account of my account my reflective journal may be viewed at <http://rhartshorne.com/fall-2017/Spechtjeff/eportfolio/journal.html>.

The signatures below confirm that I, Jeffrey Specht have completed the necessary 160 hours required to receive credit for EME6940 during his internship with The Center for Distributed Learning at UCF.

Jeffrey Specht  7/16/19
Intern: [Print Name] Date

Linda S Futch  7/16/19
Onsite Supervisor/Mentor: [Print Name] Date

Faculty Advisor: Glenda Gunter, Ph.D. Date