

# **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 website.

Your Advisor or Chairperson(chair)is responsible for approving, monitoring, and signing off the work completed for the requirement. You must have PRIOR approval from your advisor/chair before you begin. This includes advisor permission to register. The formal process begins with the completion and approval of the Internship Agreement. Note: While you will work independently for this experience, there will be a Canvas-accessed portal for weekly reporting and to facilitate communication and submission expectations.

### **1. 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. Your advisor/chair 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 administrative assistant for information to join the ITLS listserv. Many internships are also advertised via Handshake, which is USU's student job site.

### **2. 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. 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.

### **3. Formalizing the Internship – the Internship Agreement**

Formalize your internship using the Internship Agreement (see Appendix or the ITLS website). This document outlines and contractualises 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 advisor/chair, 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 advisor/chair.

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

### **4. The Internship Proposal**

The proposal should be 1-2 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.

Submit your Internship Proposal and the Internship Agreement in Canvas when the semester begins.

### **5. 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 Canvas and the website for the standard forms). Company-originated forms may be used in lieu of standard forms with prior approval from your advisor/chair. Additional evaluations may be scheduled at the discretion of the Organization. Submit the evaluations in Canvas.

During your internship you will be asked to complete a weekly journal reflection in Canvas. 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. Each week's reflection can be as short as one paragraph but should help you to evaluate your progress during the week.

Should problems arise during the internship due to circumstance or grievance on your part, you should notify your advisor/chair 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 final internship report.

### **6. Guidelines for Writing the Final Internship Report**

After completing your internship, write a 1-2 page summary report evaluating your experience. Your report should include the following:

- A description of what you learned.
- Any challenges you may have had and how you overcame them.
- Recommendations for future interns.

Submit your completed internship report through Canvas before the end of the semester.

# 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 advisor/chair (preferably through Canvas) when the semester begins.

Agreement of cooperation between the ITLS 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 workspace 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 should meet the 50 hours of work per 1 USU credit).
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.

## 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. Act as an employee of the Placement, including attending all requested staff meetings and supervision.
4. 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.

*Placement Representative Signature*

*Print Name*

*Date*

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*Intern Signature*

*Print Name*

*Date*

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*Chairperson Signature*

*Print Name*

*Date*

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## Contact Information

### Placement Representative

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

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

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

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

### Intern

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

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

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

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

### ITLS Advisor/Chair

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

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

*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: \_\_\_\_\_