

<p style="text-align: center;">University of South Alabama Instructional Design and Development Master's Internship Project Procedures</p>
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Internship Proposal

Proposal is due the semester prior to beginning the internship. The Instructional Design and Development Internship (240 hours minimum) is an important component of your Master's studies. The internship you select must include tasks and responsibilities allowing you to apply knowledge and skills gained during the program. The internship must be focused and consist of defined tasks with concrete products and accomplishments that can be documented and shared with your committee. The internship must be a cohesive, well-defined task, not a combination of numerous different assignments. This internship may not be part of your regular job tasks and responsibilities.

A draft of your proposal must be submitted to your major professor for review. All internships will be approved by your master's advisor, committee members, and the IDD internship coordinator using the Master's Internship Proposal Cover Sheet included below. A signed copy of the approved internship proposal will be filed in the Professional Studies Department office. Grades will be assigned by IDD Internship Coordinator, after the internship is completed and the Internship Documentation Notebook is approved by your advisor and the IDD Internship Coordinator.

You must follow APA standards for your written proposal. This includes headings, references, and tables. Some additional criteria include:

- Table of contents
- Running head
- Page number top right
- Margins 1" all around
- Double spaced
- Length – not to exceed 10 pages excluding appendices and charts, etc

You must submit a paper and an electronic copy of your proposal. Address the following components:

1. Purpose of internship
2. Goals and objectives of the internship
3. Description of company/organization
4. Description of your responsibilities
5. Description of final product (s)
6. Supervisor's title and description of responsibilities
7. Blank evaluation form (for supervisor to evaluate you)
8. Blank time log
9. Letter from Supervisor explaining what you will do. It may help if you write this and give to supervisor (on a disc) for approval then it can be typed on company letterhead.
10. Company/organization brochure or literature if available

Documentation Notebook of Final Project (May also be submitted to a SAKAI project site, please see the Internship Coordinator for Details).

After the internship is completed you must submit a notebook with documentation of work completed during the internship to the IDD Internship Coordinator. Use a standard white 3-ring notebook binder with clear overlays. Do not put the inside pages in plastic sleeves. In the binder include:

1. Master's Internship Documentation Cover Sheet signed by your advisor and the IDD internship coordinator.
2. Work Samples, product, URL, etc
3. Time Log - filled in by you and signed by supervisor
4. Evaluation of your supervisor and internship experience (will not be seen by supervisor)
5. Short narrative from Supervisor (on letterhead) confirming successful completion of internship
6. Narrative summary of activities: For example, but not limited to
 - What went well
 - What unexpected problems occurred
 - What you would do differently next time
 - The major knowledge and skills you gained and how they directly relate to IDD
 - Things you encountered that you were not prepared for by the IDD program (suggestions for areas to include in our curriculum)
 - Reflection



**University of South Alabama Instructional Design and Development
Master's Internship Documentation Cover Sheet**

Date _____

J# _____

Student Name _____ Phone _____ email _____

Organization working with _____ Start date _____ End date _____

Direct Supervisor _____ Phone _____ email _____

Internship Description (150 words maximum)

_____ Date _____ ___ approved ___ approved with revisions* ___ rejected
Master's Advisor

_____ Date _____ ___ approved ___ approved with revisions* ___ rejected
_____ IDD
Internship Coordinator

*Revisions