



## IDN 555: INSTRUCTIONAL DESIGN INTERNSHIP

**INSTRUCTOR: KRISTEN BOURGAULT**

# Spring 2025: January 20 – May 4

### INTERNSHIP

#### Credits: 3

Prerequisite: All required coursework in the IDN program + approval

The IDN Internship aims to promote professional growth through participation in supervised fieldwork with a cooperating organization (paid or unpaid). Students complete a minimum of 100 hours of work, evaluated by the internship supervisor. Students are responsible for finding their own internships, and internships must be approved in accordance with IDN department policies prior to student registration.

### TEXTBOOK

There is no required textbook for this course

### LEARNING OBJECTIVES

By the completion of this course, you will be able to:

- Demonstrate an understanding of the instructional design process as applied in a real world setting
- Analyze the use of theories of teaching and learning in the internship setting
- Apply principles of the design of digital media for instruction

### COURSE FORMAT

This is a fully online course which will run for 14 weeks. Within those weeks, you will be directed to complete activities by due dates.

### INTERNSHIP REQUIREMENTS

- Engagement in a minimum of 100 hours of supervised fieldwork in a professional setting
- Final preparation of your ePortfolio
- Live presentation on your internship experience

### EXPECTATIONS

It is expected that you will engage in a minimum of 100 hours of work in your internship, as well as an additional 1-2 hours of coursework per week. Please be mindful of the expected workload.

# Learning Activities

## Time Log

Throughout your internship you will maintain a log tracking time spent on internship work with a brief description of the tasks completed. This will be submitted weekly to the course instructor.

## Weekly Video Progress Reports

Throughout the course you will be required to submit weekly video progress reports. Each week there will be a different prompt, or you can

simply share something that happened during your internship. You are expected to submit check-ins on time. *Late check-ins will not be counted.*

## Midterm Reflection

At the mid-point of the course, you will submit a short essay reflecting on your internship experience to that point.

## Final Live Presentation

During the final week of the course, you will deliver a 5 minute live presentation, discussing your internship experience and sharing what you learned in a live online meeting with peers in the program.

## Final Reflection

At the end of the course, you will submit a final reflection, providing an overview of what you accomplished during your internship, and what you gained from the experience.

## Supervisor Evaluation

At the completion of your internship, your supervisor will submit an evaluation of your engagement with the work.

## ePortfolio

During this course, you will refine the work in your IDN ePortfolio and submit it to program faculty for final review.

# Participation Guidelines

## Checking Email

You are required to access your Quinnipiac email account regularly throughout this course. It will be the primary form of direct communication used by your professor. You are encouraged to check your email once a day, or at the very least every other day.

## Communicating with the Instructor

I will respond to direct email within 24 hours of receipt. If you have a question that would be relevant to your peers, post it to the Help Forum on the Discussion Board. Assignments will be graded with feedback within 5 days of receipt. All assignment grades and feedback will be posted to the Grade Center in Blackboard. Individual meetings are available on request.

## Conversing with Classmates

In the online classroom, I expect you to communicate in a manner that is both academic and respectful of others.

Please refrain from using inappropriate language and disrespectful tones when communicating with other students and with me. Students will observe common rules of grammar and punctuation, communicate in a clear and succinct manner, and maintain the level of academic integrity expected in a graduate level course. [The Core Rules of Netiquette](#)

## Presenting Your Work

To conclude this internship experience, you will be required to deliver a live presentation via Zoom. The date for these presentations will be set early in the semester. Participation is mandatory.

# Grading Guidelines

Internship		
Internship Time Log		100
Midterm Reflection		50
Final Live Presentation		100
Final Reflection		180
Supervisor Evaluation		200
ePortfolio Development		
Coursework Highlights		50
Final ePortfolio		200
Engagement with Peers		
Check-Ins (14 posts, 10 points) *You can skip two, and still get full credit! <b>no late submissions allowed for credit</b>		120
	TOTAL GRADE POINTS	1000

# Activity Schedule

		Time log	Reflections	Portfolio	Flipgrid Check-Ins
Mod 1	1/20 – 1/26	●		●	●
Mod 2	1/27 – 2/2	●			●
Mod 3	2/3 – 2/9	●			●
Mod 4	2/10 – 2/16	●			●
Mod 5	2/17 – 2/23	●			●
Mod 6	2/24 – 3/2	●			●
Mod 7	3/3 – 3/9	●	●		●
	Spring Break				
Mod 8	3/17 – 3/23	●			●
Mod 9	3/24 – 3/30	●			●
Mod 10	3/31 – 4/6	●			●
Mod 11	4/7 – 4/13	●			●
Mod 12	4/14 – 4/20	●		●	●
Mod 13	4/21 – 4/27	●			●
Mod 14	4/28 – 5/4	●	●		●

# Grading System

Pass/Fail	Points Earned
Pass	800 - 1000