

# DIG4940 DAS INTERNSHIP

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## Instructor

Chelsea Cantrell

## Phone

(352) 294-2000

## Email

Canvas Mail

## Office Location

TBD

## Office Hours

TBD

## Course Number

DIG4940

## Semester/Year

Summer C

## Course Credits

1 - 3 credits

## Course Location

Online (Elearning)

## Course Meeting Times

TBD – Twice weekly

## Internship for Academic Credit

Digital Arts and Sciences Internship (DIG 4940) is a professional development elective offered during Summer C semester. The course can be taken for one to three credits, and no more than three credits are allowed for the internship course. Students majoring in Digital Arts and Sciences (DAS) are only allowed one internship for academic credit. To qualify for academic credit, an internship must be an on-the-job learning experience. The intern must be supervised by a full-time employee of the sponsoring organization, and both student and sponsor must adhere to established guidelines to qualify for credit.

To earn academic credit, students must complete a series of assignments that are reviewed and graded by an Instructor of Record (IOR). Students must identify a Digital Worlds instructor and obtain their approval in writing to serve as the IOR well in advance of the internship application deadline.

Credits are earned by working a set number of documented hours at your internship. A list of credits and their corresponding hours are below:

1 credit = 45 Hours  
 2 credits = 90 Hours  
 3 credits = 135 Hours +

The course is graded S/U (satisfactory/unsatisfactory).

## Pre-Requisites

DAR Major

## Expectations and Grading

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You must successfully complete all 6 of the assignments to earn a passing grade in the course. And, you must complete the minimum hours corresponding to the number of credit hours you requested in order to earn a passing grade in the course. Regardless of the start and end dates of your work experience, all assignments must be completed by the last day of classes, not the last day of your internship. The evaluation of your internship's direct supervisor will account for 40% of the determination of pass/fail for the DAS Internship.

### Grading Scale

Letter Grade	% Equivalency	GPA Equivalency
S	80 – 100%	4.0
U	0 – 79%	0.00

More information on grades and grading policies is here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

### Materials and Supply Fees

Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is \$0.00.

The total course fee for each course is listed on the UF Schedule of Courses. (<https://registrar.ufl.edu/soc/>).

## Assignments

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### Complete at the Start of Semester

1. Company Profile – Write 250-500 words describing your company and internship position. The assignment is meant to help you familiarize yourself with your company at the local and national/international levels. After completing this assignment, you should have a better idea of your company's mission, values, and placement within the relevant industry.
2. Goal Setting- The purpose of this assignment is to assist you in setting goals for your internship experience. You are to complete this assignment with the assistance of your supervisor at the beginning of the semester. Completing this assignment early in your experience will help you frame your internship and provide an opportunity for you to discuss with your supervisor your goals for the semester. You will be reflecting on this assignment when you complete Assignment 5, at the end of the semester.

### Complete at Mid-Semester

3. Supervisor Interview - This assignment is designed to facilitate communication between you and your direct supervisor. You will need to schedule about a 1/2 hour with your supervisor for this assignment. It should be planned as soon as possible during your first few weeks on the job.

4. Industry and Competitor Research - The purpose of this assignment is to familiarize you with research on the larger industry as a whole as well as a specific competitor within the industry in which you are interning. Competitor awareness will allow you to further your knowledge of the industry and make you a more competitive job candidate.

### **Complete at the End of Semester**

5. Goal Evaluation - The purpose of this assignment is to help you examine the goals you set in Assignment 2. You should reflect on how you achieved your goals, what more you could have done, and any recommendations/reflections for improvement of your internship experience.

6. Final supervisor evaluation (be sure hours are reported on this form) – This assignment must be completed at the end of your internship or by the submission deadline for the semester. Your hours total must be included to earn credit for this assignment, and should reflect the number of hours you completed over the course of the semester and satisfy the requirement for the credits you are enrolled in. The direct supervisor's evaluation will account for 40% of the determination of pass/fail for the DAS Internship.

### **Assignment Deadlines**

- Assignments 1 and 2 should be completed by the first third of your internship or by week 5 of a full semester (16 week) experience.
- Assignments 3 and 4 should be completed by the second third of your internship or by week 10 of a full semester (16 week) experience.
- Assignments 5 and 6 should be completed by the last third of your internship or by week 15 of a full semester (16 week) internship. The required number of internship hours must be completed by the time Assignment 6 is submitted.

\*\*All assignments must be submitted by the last day of classes for grading purposes\*\*

## **Course Polices**

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### **Attendance Policy, Class Expectations, and Make-Up Policy**

We value participation more than mere attendance. The instructor is responsible for communicating the specific details of what percentage of your grade (if any) will be assigned to participation, and how class participation will be measured and graded. Interaction with your peers and the instructor will empower you to greater achievement.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

### **Course Technology**

The students will be required to have access to and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment.

Digital Worlds requires each student's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

DW Technology Requirements: <https://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/technology-requirements/>

### **Course Communications**

Students can communicate directly with the instructor regarding the course material through the course management system (CANVAS) using "Canvas Mail".

## **Course Technology Support**

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The [Technology Support Center](http://digitalworlds.ufl.edu/support) provides computer support for Digital Worlds students who access Zoom, lecture recordings, student equipment, facilities and other technology-based resources.

<http://digitalworlds.ufl.edu/support>

For computer assistance related to Zoon, lecture recordings, student equipment, and facilities request please [Submit a Help Ticket](#) or email [support@digitalworlds.ufl.edu](mailto:support@digitalworlds.ufl.edu).

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the [UF Computing Help Desk](#) available 24 hours a day, 7 days a week at 352-392-4357 or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

## **UF Policies**

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### **University Honesty Policy**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### **Class Demeanor**

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

### **Students Requiring Accommodations**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

### **Netiquette Communication Courtesies**

All members of the class are expected to follow rules of common courtesies in all email messages, threaded discussions and chats, more information can be found at: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### **Software Use**

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### **Student Privacy**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

### **Course Evaluation**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## **Campus Resources**

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### **U Matter, We Care:**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575 so that a team member can reach out to the student.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

### **Sexual Assault Recovery Services (SARS)**

Student Health Care Center, 392-1161.

**University Police Department** at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

### **E-learning Technical Support**

352-392-4357 (select option 2) or e-mail to Learning- [learning-support@ufl.edu](mailto:learning-support@ufl.edu)

**Career Connections Center**

Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu>

**Library Support**

Various ways to receive assistance with respect to using the libraries or finding resources.

<http://cms.uflib.ufl.edu/ask>

**Teaching Center**

Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>

**Writing Studio**

2215 Turlington Hall, 846-1138. Help brainstorming, formatting, and writing papers.

<http://writing.ufl.edu/writing-studio/>

**Student Complaints Campus**

<http://regulations.ufl.edu/wp-content/uploads/2012/09/1.0063.pdf>

**Online Students Complaints**

<http://www.distance.ufl.edu/student-complaint-process>

*Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.*