DIG4940 DAS Internship

Instructor
Nick Heitzman

Phone
(352) 294-2000
(480) 635-2792 (cell)

Email
Canvas Mail

Office Location
NRG 102

Office Hours
PRN

Course Number
DIG4940

Semester/Year
Fall 2020

Course Credits
0 - 3 credits

Course Location
Online

Course Meeting Times
Biweekly Email Check-in
Digital campus

Course Description
Digital Arts and Sciences Internship (DIG4940) is an off-campus experiential learning opportunity which allows the student practical application of their study focus in a professional work environment.

The DAS Internship lets students try out a career while gaining relevant experience and establishing professional connections.

Internships are completed under the guidance of an onsite supervisor and faculty advisor, who work with the student to architect a framework fostering learning and reflection.

Credits for the course are earned by working a number of documented hours at the internship. The list of credits and their corresponding hours is as follows:

1 credit = 1-45 hours
2 credits = 46-90 hours
3 credits = 91-135+ hours

This course is graded S/U (satisfactory/unsatisfactory)

Pre-Requisite Knowledge and Skills
BA in DAS major, junior or senior level standing.

Objectives: By the end of this course, students will be able to:
- Exercise oral and written communication methodology specific to a chosen career path
- Develop professional connections and practice maintaining those connections
- Identify and practice skills needed to ensure career readiness
- Understand the principles inherent in a professional setting

Required Materials
- To be determined by the internship supervisor

Recommended Materials
- To be determined by the internship supervisor

Course Schedule

0 Credit Hours: *Students enrolled for 0 credit hours will shadow the course instructor. They will only be asked to observe or spectate the instructor/faculty member once a month and will briefly discuss the experience with the instructor/faculty member for no more than 30 minutes following the observation.*

0 Credit Hours: Students can enroll in this course for 0 credit hours. This situation would be preferred by students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss with their faculty advisor the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated on the Digital Worlds Zero Credit Application Form.

1-3 Credit Hours: To earn academic credit, students must complete a series of assignments that are reviewed and graded by their faculty advisor. Credits are earned by working a set number of documented hours at the internship. The list of credits and their corresponding hours is as follows:

1 Credit Hour: 1 to 45 hours working directly for the external internship supervisor or on tasks as directed to complete internship goals. Task lists, work location, and other details to be determined individually by the internship company supervisor.

2 Credit Hour: 46 to 90 hours working directly for the external internship supervisor or on tasks as directed to complete internship goals. Task lists, work location, and other details to be determined individually by the internship company supervisor.

3 Credit Hour: 91 to 135+ hours working directly for the external internship supervisor or on tasks as directed to complete internship goals. Task lists, work location, and other details to be determined individually by the internship company supervisor.

Assignments

Complete at the Start of Semester

1. Inform faculty advisor of your internship company, expected work location, and external supervisor name and contact information within the first week of internship.

2. Goals – list your anticipated goals for this internship. What do you expect to learn while working in this capacity that exceeds the academic experience? Minimum of four goals is required.

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. This interview can be formal or informal depending on mutual agreement.

4. Industry and Competitor Research – Identify a competitor in the same industry as the internship entity. Research their capabilities, benefits, and goals in relation to your internship entities. Minimum of four areas to compare is required

Complete at the End of Semester

5. Goals 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. Receive a written (email or digital letter are fine) evaluation written by your supervisor. Length and detail of evaluation is at the discretion of the internship supervisor.

Expectations and Grading

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.

Evaluation of Grades

Assignments	Total Points	% of Grade
FACULTY INFORMATION ON INTERNSHIP	20	20
LIST OF GOALS	10	10
SUPERVISOR INTERVIEW	20	20
COMPETITOR RESEARCH	20	20
GOALS EVALUATION	10	10
SUPERVISOR EVALUATION	20	20

Grading Scale

This course is graded on an S/U basis. S grades will be assigned to students who consistently attend the classes and meetings, demonstrate significant involvement through various assignments, and submit weekly report to the instructor.

80% or higher = Satisfactory
79% or lower = Unsatisfactory

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/).

Course Polices

Class Participation/Demeanor Policy
Participation in all aspects of this course is essential to your success. It is expected that you will participate fully in your responsibility as an undergraduate course assistant. It is also expected that all interaction in undertaken with a level of professionalism that demonstrates understanding of the professional competencies and decorum of the field. Excused absences are consistent with university policies in the undergraduate catalog.

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

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

Course Recordings
Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Course Technology Support

The Technology Support Center 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.

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.

UF Policies

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 Courtesy
All members of the class are expected to follow rules of common courtesy 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. Click here for guidance on how to give feedback in a professional and respectful manner. 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 ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students here.

Campus and Academic Resources

*U Matter, We Care***:** If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

*Counseling and Wellness Center***:** Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

*Student Health Care Center***:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

*E-learning technical support***:** Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

*Career Connections Center***:** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

*Library Support***:** Various ways to receive assistance with respect to using the libraries or finding resources.

*Teaching Center***:** Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

***Student Complaints On-Campus*:** [Visit the Student Honor Code and Student Conduct Code webpage for more information](.).

***On-Line Students Complaints*:** [View the Distance Learning 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.