

DIG4940 Internship

Instructor

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Phone

(352) 294-2000

Email

Canvas Mail

Office Location

Canvas

Office Hours

Canvas

Course Number

DIG4940

Semester/Year

Fall 2022

Course Credits

1-3 credits

Course Location

Online

Course Meeting Times

Online/Zoom

Course Description

Internship encourages reflection on position, company, industry, and experience. After completing the assignments, students should be able to articulate the role internship had in their career development.

Pre-Requisites

BA in Digital Arts & Sciences major

Objectives: By the end of this course, students will be able to:

Academic internships at Digital Worlds aid students in professional preparation through a work experience directly related to their major and career goals. This upper-level elective course is designed to facilitate and support a student's academic internship experience. While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship.

Course Schedule

Student must report all weekly duties, meetings, accomplishments, completed tasks and activities via Canvas and Behance.com

Week	Subject	Assignment/Quizzes	Assignments Due
Week 1	Weekly Report 1		
Week 2	Weekly Report 2		Weekly Report 1
Week 3	Weekly Report 3		Weekly Report 2
Week 4	Weekly Report 4		Weekly Report 3
Week 5	Weekly Report 5		Weekly Report 4
Week 6	Weekly Report 6		Weekly Report 5
Week 7	Weekly Report 7		Weekly Report 6
Week 8	Weekly Report 8		Weekly Report 7
Week 9	Weekly Report 9		Weekly Report 8
Week 10	Weekly Report 10		Weekly Report 9
Week 11	Weekly Report 11		Weekly Report 10
Week 12	Weekly Report 12		Weekly Report 11
Week 13	Weekly Report 13		Weekly Report 12
Week 14	Weekly Report 14		Weekly Report 13
Week 15	Weekly Report 15		Weekly Report 14
Week 16	Weekly Report 16		Weekly Report 15
			Weekly Report 16

Evaluation of Grades

The grade for this internship (S or U) will be determined by the Digital Worlds faculty supervisor or Digital Worlds designee. In order to receive a grade of Satisfactory (S), a 2 – 4 page Post-Internship Report written by the student and the Employer Evaluation completed by the student's supervisor must be submitted to the faculty supervisor no later 5:00 pm on the last day of class during the term in which the internship is completed.

The **Post-Internship Report** is the student's self-assessment of knowledge and skills learned while participating in the internship and a summary of the roles and responsibilities assumed during this time. The Post-Internship Report should have margins of 1-inch, double line spacing, and font size of 12 point. The document should be no less than 2 pages but no more than 4 pages total in length.

The **Employer Evaluation** includes a review of the student's work during the internship to evaluate whether the student has satisfactorily completed the internship and detailed contact information of the person or persons who have supervised and evaluated the student's performance. The student is responsible for providing the Employer Evaluation to their supervisor(s) for completion.

The grade will be based on: (1) the quality of the Post-Internship Report, (2) the scope of the internship project, and (3) the Employer Evaluation. The following grading system will be used:

Post-Internship Report

0 = Report DOES NOT clearly express knowledge/skills learned (e.g., lacks sufficient detail or poor presentation or excessive grammatical errors) 1 = Report DOES clearly express knowledge/skills learned (e.g., sufficient detail and effective presentation and minimal grammatical errors)

Scope of Internship Project

0 = Project deemed trivial and not representative of credit hours enrolled 1 = Project demonstrates a substantive level of work commensurate with credit hours enrolled

Employer Evaluation

0 = Student DID NOT perform at a satisfactory level (e.g., was not present and working the specified hours/week) 1 = Student DID perform at a satisfactory level (e.g., was present and working the specified hours/week)

A score of 1 for each of the three grading categories is required to receive a course grade of Satisfactory (S). If the Post-Internship Report and Employer Evaluation are not submitted by the deadline indicated above, the student will receive a grade of Unsatisfactory (U).

More information on UF grading policy may be found at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

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 Policies

Attendance Policy, Class Expectations, and Make-Up Policy

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 Communications

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

Course Technology Support

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.

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 who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, 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](#).

Online 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.