

MMC 6949 – Summer 2014

Professional Internship

University of Florida, Online Masters in Web Design and Online Communication
3 Credit Hours

Instructor: Jorie Scholnik, M.Ed., Ed.S., NCC

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Response time: I will respond within 24 hours over the week. I will try my best to check email on the weekends too, but plan on any email sent after 5 p.m. on Friday to be returned Monday morning.

Virtual office hours: By appointment on Connect

Course time:

Lecture Hour --- Tuesdays 6:30 – 7:30 p.m.*

*Some lectures will be pre-recorded. See course schedule at the end of the syllabus.

Internship Hours --- Approximately 10 hours/week, totaling 130 hours

Course website: <http://lss.at.ufl.edu> (contains all internship forms)

What you will learn

There are two components of this course. The first component is participating in an internship, which will allow you to complete projects related to your career goals under the supervision of a web design practitioner in the field. By the end of the internship, you should be aware of trends in the field, the skills necessary to be employable after graduation and the importance of networking. The second component of the course is attending the lecture, where you learn job-search skills specific to the web design field such as writing resumes and cover letters, interviewing, networking and negotiating a salary. By the end of the course, you should also have a fundamental understanding of using career research tools, proposing ideas to non-technical co-workers and creating e-portfolios to showcase your work. Specifically, the course will connect your internship experience to your job search so you feel confident marketing your skills after graduation.

Expectations

Know the internship policies and procedures, complete internship hours in a professional manner, attend and participate in class lectures, use netiquette when communicating online, submit internship forms, complete assignments on time, give feedback to classmates about their internship experience.

Assignments

You will produce weekly internship reports based on the specific tasks you are working on, the outcomes of these tasks, and any skills you may have learned. At two points in the semester, internship supervisors will complete mid-semester evaluations. In

addition, at the end of the semester you will need to submit a final write-up about your internship experience and an internship evaluation form. You will be responsible for telling your supervisor that s/he also needs to submit a write-up and evaluation form at the end of the semester too. In regards to the lecture portion of the course, you are going to submit a proposal for a web design project to someone without a technical background, an updated resume and cover letter that will strategically showcase your skills, and an updated LinkedIn/social media profile. As a final component of the lecture, you will create an e-portfolio that showcases your work within the department and at your internship site. **Late work will not be accepted.**

Requirements for Lecture

You should be prepared to create/update a site for your final e-portfolio. This can be done through Wordpress, another content manager or by purchasing your own domain name and hosting. There is no cost associated with creating a Wordpress page. There is around a \$15 fee for obtaining a domain name through a site like GoDaddy.com. Your e-portfolio will serve as a place for employers to locate your resume and cover letter, your work samples and additional information that will highlight your background.

Readings will be assigned weekly. The posted readings should be read for the week listed on the syllabus and not as homework for the following class. You will be responsible for checking the course website (Sakai) weekly for any additional assigned readings that the instructor may find beneficial for your professional development.

Requirements for the Internship

Students should constantly be referring back to the internship policies and procedures manual located on Sakai. Students need to work the equivalent of 10 hours a week between the start and end dates of the semester. Students should have all gone through the formal application process. There will be weekly internship forms to complete in addition to the supervisor mid-semester evaluations and final evaluations from supervisors and students.

Important to note about your grade:

Your final grade will be reduced by 10% (a full letter grade) if a supervisor returns a negative intern evaluation at any point in the semester. The instructor will contact both the supervisor and the student to seek clarification if this occurs. However, it is considered of upmost importance that every student is completing his/her internship hours and being professional while at the site.

You will automatically receive a failing grade in the course if your internship is not legitimate. Examples of this would be if your internship supervisor is a personal friend or if you are double-dipping at a place of employment.

Textbooks

There is not a required textbook for this course. The following books are recommended to enhance your chances of obtaining a job after graduation, but will not be needed for any course assignments. These books include:

1. *Poised for Success: Mastering the Four Qualities That Distinguish Outstanding Professionals* by Jacqueline Whitmore (2011)
2. *Business Communication: Polishing Your Professional Presence* by Barbara Shwom and Lisa Gueldenzoph Snyder (1st Edition, Pearson)

Course Structure

We only have 60 minutes a week to cover course content! The instructor will begin promptly and cover the weekly topic by lecturing, engaging in discussions, and facilitating break-out activities. If there is time remaining, the instructor may ask for students to share updates about their internship experience.

Grading

Your work will be evaluated according to this distribution:

- Internship weekly reports and evaluation forms: 45%
 - Weekly Reports: 15%
 - Mid-Semester Supervisor Evaluations: 10%
 - Final Evaluations: 20% (10% supervisor, 10% student)
- Class attendance and participation in class discussions: 5%
- Proposal: 10%
- Resume and cover letter: 10% (5% each)
- Social media package: 5%
- Final e-portfolio and Week 13 e-portfolio presentation: 25%
 - Final e-portfolio (with critiques) – 20%
 - Final e-portfolio presentation – 5%

Grading Scale (rounding up)

A	92-100%
A-	90-91%
B+	87-89%
B	82-86%
B-	80-81%
C+	77-79%
C	72-76%
C-	70-71%
D+	67-69%
D	62-66%
D-	60-62%
E	below 60%

Class Participation & Discussion:

A portion of our class time will be spent in discussion. In addition, **you may be called on during class about the topic being discussed**. Completing the readings and paying attention during the online discussions will be crucial in being able to participate fully. This portion of your grade should be the easiest to complete as you should all be interested in the topic and want to engage in discussions on the topics. As there is no way to participate in discussion without attending the online class time, any unexcused absence will cause a 10-point deduction in your overall participation and discussion grade.

Make-up policy: Of course I prefer that you attend class, but I also understand that some students have conflicts with their work schedules. Please email me ahead of time if you plan on missing class. If this is going to be an ongoing issue, please make sure you also get permission from Vonne Smith.

Assignment - response paper (due before the start of the next class):

You can break the response paper into two subcategories: lecture/discussion and break-out activities. For the lecture portion, just reflect on the content and write your contributions to the discussion. For the break-out activity, you can briefly write about your results and your experience/what you learned/any reflection on the topic. I don't need anything extremely lengthy. I just want to see that you watched class and that you are thinking about the topics.

Recorded lectures: There are going to be a few weeks where the lecture is pre-recorded. Those dates will be noted on the course schedule at the end of the syllabus. Lectures will be available before the start time of a normally scheduled class and will need to be watched prior to the next class date. Usually, for recorded lectures, the instructor will end by leaving a few minutes for an activity. The activity will need to be emailed to the instructor before the start of the next class period.

Internship weekly reports and evaluation forms

You must complete and submit a written report each week of your internship, starting with the first week. The report is due by 11:59 p.m. on the Sunday of each work week. If you do not work a week during the course of your internship, you must still send in a report stating, "I did not work this week." This will ensure accurate tracking of your weeks and hours. Sending in multiple weekly reports at one time is not acceptable, and can result in a lower grade for the course.

The weekly reports (minimum of 1 paragraph – 4 to 5 sentences; maximum of 2 pages) must describe your activities during the previous week. Basically, the reader should have a clear understanding of the tasks you worked on or completed during the week. Feel free to include any skills you may have learned as well. Both style and tone should

be business-like. Reports should be well written and free of grammatical and spelling errors.

Weekly reports should be uploaded to Sakai (assignments tab). Make sure to use the MMC6949 - Internship Weekly Report Form, which will be posted with all the other internship forms on Sakai. Each report must be numbered (for example, Week 1) and include dates of the work week, the number of hours worked each day, and the total hours worked that week (see MMC6949 - Internship Weekly Report Form).

Rubric for weekly evaluation forms:

- 100: Report is submitted on time, fulfills the length requirement, tone is business-like, weekly tasks are detailed so the instructor gets an accurate understanding of your responsibilities, what you are learning is included
- 90: Report is submitted on time, fulfills the length requirement, weekly tasks are detailed so the instructor gets an accurate understanding of your responsibilities, what you are learning is included, report is too informal
- 80: Report is submitted on time, fulfills the length requirement, tone is business-like, weekly tasks aren't too detailed so the instructor doesn't get an accurate understanding of your responsibilities or what you are learning
- 70: Report is late, but fulfills the other requirements
- 50: Report doesn't meet the minimum length requirement (assuming you worked that week)
- 0: No report submitted

Mid-semester evaluations from your supervisor are due by the end of week 4 and the end of week 9. The form is located on Sakai. It is the student's responsibility to ensure the form is properly submitted.

Rubric for mid-semester evaluations:

- 100: Received on time, have at least 90% of the categories that apply at the satisfactory or exceeds expectations level
- 80: Report not received on time, have at least 90% of the categories that apply at the satisfactory or exceeds expectations level
- Grade deduction of 10%: Unsatisfactory or no evaluation submitted

During the last week of the internship, you will need to write and submit a 250-500 word (double-spaced, 12-point font) self-evaluation of the internship. The focus should be on its value to you, what you learned, how you will use this experience to your benefit after graduation. Please also comment on anything you liked and/or disliked about your internship experience. You will submit the self-evaluation on Sakai. You will also need to complete a Student Internship Evaluation Form, which is also located on Sakai.

At the end of your internship your supervisor must also submit two documents --- a letter of evaluation of your performance (including confirmation of the total hours

worked) and the Intern Evaluation Form (form located on Sakai). This supervisor must be the same supervisor you listed on your application.

See that the supervisor's evaluations are submitted at least one week before the deadline so there is room to contact your supervisor if any questions arise. It will be the student's responsibility to remind the internship supervisor that he or she must write a letter of evaluation on the intern's performance and work as well as complete the Intern Evaluation Form. The letter must be on the organization's letterhead and signed by the supervisor. Because the letter requires a signature, an email will not substitute for this requirement. The letter can be addressed to your instructor.

Important note: Your instructor doesn't anticipate this happening, but the right is reserved to lower your grade by 10% (a full letter grade) if a supervisor returns a negative intern evaluation. The instructor will contact both the supervisor and the student to seek clarification if this occurs. However, it is considered of utmost importance that every student is completing his/her internship hours and being professional while at the site.

Rubric for end-of-semester supervisor evaluations:

- 100: Received on time, have at least 90% of the categories that apply at the satisfactory or exceeds expectations level, letter from supervisor is positive
- 80: Report not received on time, have at least 90% of the categories that apply at the satisfactory or exceeds expectations level, letter from supervisor is positive
- 50: Only receive one item (form or letter)
- Grade deduction of 10%: Unsatisfactory or no evaluation submitted

Rubric for end-of-semester student evaluations:

- 100: Received on time, submitted form and final write-up, final write-up is comprehensive
- 90: Receive letter on time, final write-up is comprehensive, no form submitted
- 80: Final write-up is comprehensive, form is submitted, but are late (within 48 hours of due date)
- 70: Everything is submitted, but final write-up is not comprehensive
- 50: Only form submitted on time, no letter
- 0: Nothing submitted

Proposal

Each student will write a proposal to a higher-up in an organization who does not have a technical background. The proposal will be to implement something web design related, suggest a web design improvement, advocate for increased web design funds, etc. The proposal will follow the format covered in class and be one-three typed pages. The document will contain subheads, be single-spaced, and contain one line between

paragraphs. The best proposals will focus on details of the idea/project/etc being proposed, the research to prove that this proposal is necessary and the benefit to the company. Proposals should emphasize these items while being reader-friendly to someone without a technical background.

Rubric for proposal:

- 100: Subject of proposal is clear, proper format, shows a need, written for a non-technical audience, contains all the items covered in lecture, free of spelling/grammar errors
- 90: Items mentioned above, but is not written for a non-technical audience
- 80: Items covered above, but not written for a non-technical audience and doesn't show a clear purpose or need
- 70: Need for proposal is clear, but not written in a proper format
- 0: Proposal not submitted

Resume and Cover Letter

Each student will develop a resume and cover letter targeted to a desired position after graduation. Conduct some research on a company that offers positions in your field of interest. You will want to know about the typical job responsibilities and skills needed to be successful in this type of position. You will write the resume and cover letter in present tense and include the specific elements mentioned in class that will strategically place you above the competition. Spelling and grammar will be counted for this assignment.

For those of you in Gainesville, the Career Resource Center located in the Reitz Union is a great resource if you would like your resume and cover letter critiqued before you submit it. They do offer virtual services as well if you work or are based out of town.

Rubric for resume:

- 100: Resume is up-to-date, resume highlights the sections covered in lecture (quantifying your skills, reverse chronological order, etc.), resume is visually appealing, resume does not contain any spelling/grammar mistakes
- 90: Resume is up-to-date, resume highlights the sections covered in lecture, resume is visually appealing, resume does not contain any spelling/grammar mistakes, but the bullet points do not quantify your skills
- 80: Resume is up-to-date, resume is visually appealing, resume does not contain any spelling/grammar mistakes, does not contain all the items covered in lecture
- 70: Resume is not up-to-date, but has the other elements
- 0: No resume submitted

Rubric for cover letter:

- 100: Targeted to a specific company/industry, four-paragraph structure, highlights top selling points, follows style rules

- 90: Targeted, proper structure, follows style rules, four-paragraph structure, no support/examples
- 80: Follows style rules and highlights top selling points, but not targeted
- 70: Highlights strengths and is targeted, but incorrect format
- 0: No cover letter submitted

Social media package

Each student will create or update a LinkedIn profile aimed at networking with people in his/her field of interest. The profile will also serve as an additional resource for employers who want to search online for a job candidate. Each student will also turn in ten sample professional tweets and locate fifteen new people to follow in the industry.

Rubric for social media package:

- 100: LinkedIn profile is updated, all sections covered, profile ready for networking, professional tweets and industry leaders provided
- 90: LinkedIn profile is updated, profile ready for networking, professional tweets and industry leaders provided, but not all sections covered
- 80: LinkedIn profile is updated, profile ready for networking, missing Twitter aspect
- 70: LinkedIn profile not updated, but ready for networking. Twitter content provided.
- 50: Only Twitter content provided.
- 0: No assignment submitted

Final e-portfolio and Week 13 e-portfolio presentation

Each student will create an e-portfolio website that contains the following items:

- updated resume
- an “about me” section with a professional biography
- a two-minute elevator speech
- work samples from going through the program
- work samples from the internship and/or previous work experience
- a “contact” section
- a professional Twitter feed

Over the course of the semester, students will need to get their portfolios critiqued by two professionals in the industry. A form for the critique will be posted on Sakai. Please allow enough time for the critiques so you can make the proper edits before the final e-portfolio is due.

During the last week of the semester, students will turn on their webcams and microphones to talk about their e-portfolio site. The students who are listening will provide feedback about the site, both in terms of what is done well and things that the student may want to consider/add.

You will submit a link to your e-portfolio and the two critique forms to Sakai.

Rubric for final e-portfolio:

- 100: All sections covered, critiques completed
- 90: All sections covered, only one critique completed
- 80: All sections covered, but no critiques provided
- 70: Not all sections added (bio, elevator speech)
- 0: Nothing submitted

University Policy on Accommodating Students with Disabilities:

Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

University Policy on Academic Misconduct:

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

Netiquette: Communication Courtesy:

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

<http://teach.ufl.edu/docs/NetiquetteGuideforOnlineCourses.pdf>

Getting Help:

For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

** Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

Course Evaluations:

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.”

Schedule

WEEK ONE – 5/13

- Explanation of course requirements and assignments
- Introductions

TO DO: Weekly internship report, send link to current e-portfolio site (if applicable)

WEEK TWO – 5/20

- Communicating with non-technical bosses and co-workers

READ:

- <http://www.techrepublic.com/article/seven-tips-for-talking-with-nontechnical-people/>
- <http://chris.pirillo.com/how-to-explain-tech-to-non-technical-people/>
- <http://www.ittechnewsdaily.com/7-tips-speaking-rest-company.html>
- <http://www.todaysengineer.org/2013/Dec/talking-tech.asp>

TO DO: Weekly internship report

WEEK THREE – 5/27

- Writing memos and proposals for web design needs

READ:

- Look inside Chapter 4: http://www.amazon.com/Business-Writers-Companion-Charles-Brusaw/dp/0312631324/ref=sr_1_1?ie=UTF8&qid=1396456770&sr=8-1&keywords=business+writers+companion

TO DO: Weekly internship report

WEEK FOUR – 6/3

- Career research tools and techniques

READ:

- <http://www.forbes.com/sites/francesbridges/2012/03/14/why-informational-interviews-are-more-important-than-cover-letters/>

Explore:

- Occupational Outlook Handbook: <http://www.bls.gov/ooh/>
- O*Net Online: <http://www.onetonline.org/>
- MyPlan (You can create a free account using your gatorlink username/password): <http://ufl.myplan.com/>
- America's Career InfoNet: <http://www.careerinfonet.org/>
- <http://www.crunchboard.com/jobs/>

TO DO: Weekly internship report, mid-semester evaluation

WEEK FIVE – 6/10 – PRE-RECORDED

- Networking

READ:

- <http://www.forbes.com/sites/samanthaettus/2012/08/07/25-ways-to-win-at-networking/>
- <http://www.businessinsider.com/the-5-most-common-networking-mistakes-2014-1>
- <http://www.businessinsider.com/tips-for-working-a-conference-from-a-networking-pro-2014-3>

TO DO: **proposal**, weekly internship report

WEEK SIX – 6/17

- Resumes and cover letters for Web design careers

READ:

- http://www.huffingtonpost.com/her-campus/how-to-tailor-your-cover_b_5034837.html
- <http://www.businessinsider.com.au/12-ways-to-make-your-resume-stand-out-2014-4>
- <http://www.forbes.com/sites/dailymuse/2014/02/06/the-cover-letters-that-make-hiring-managers-smile-then-call-you/>
- <http://www.forbes.com/sites/dailymuse/2013/12/05/the-5-biggest-resume-debates-among-recruiters-finally-answered/>
- <http://www.forbes.com/pictures/ejll45fgkf/candidates-cover-letter-contained-lol-2/>

TO DO: Weekly internship report

WEEK SEVEN – 6/24 – PRE-RECORDED

- LinkedIn profiles and using Twitter strategically for your career

READ:

- <http://money.usnews.com/money/blogs/outside-voices-careers/2013/12/12/how-to-strategically-use-buzzwords-on-linkedin>
- <http://www.forbes.com/pictures/fqdi45ihfk/make-linkedin-help-you-find-a-job/>
- <http://www.cnn.com/2014/02/27/tech/web/linkedin-cleveland-job-bank/>
- <http://www.forbes.com/sites/susanadams/2012/11/30/4-ways-to-use-twitter-to-find-a-job/>
- <http://mashable.com/2014/03/31/5-tips-for-interacting-with-people-you-admire-on-twitter/>
- <http://mashable.com/2013/10/23/write-twitter-bio/>

TO DO: weekly internship report

WEEK EIGHT – 7/1 – PRE-RECORDED

- E-portfolios

READ:

- <http://mashable.com/2014/03/30/internship-online-profiles/>
- <http://mashable.com/2011/08/21/design-portfolio-hiring/#gallery/11-portfolio-tips-for-aspiring-designers/50bdebc8b589e4605d0007a7>
- <http://www.pnewsonline.com/featured/2012/05/08/bio-hazards-9-mistakes-to-avoid-when-writing-a-professional-bio/>

TO DO: Resume and cover letter, weekly internship report

WEEK NINE – 7/8 – PRE-RECORDED

- Interviewing – types of interviews, question types, common interview questions

READ:

- Illegal interview questions:
<http://usatoday30.usatoday.com/careers/resources/interviewillegal.htm>
- <http://www.prepary.com/category/job-interview/>
- <http://blog.brazencareerist.com/?s=interview>

TO DO: weekly internship report, mid-semester evaluation

WEEK TEN – 7/15

- Interviewing continued – interviewing specifically for Web design jobs

READ:

- Questions to ask wiring a webmaster:
<http://www.entrepreneur.com/article/225573>
- 10 questions you must ask when hiring a social media consultant:
<http://www.entrepreneur.com/article/225335>
- <http://moz.com/blog/interviewing-web-developers-20-good-questions-to-ask>

TO DO: social media package, weekly internship report

WEEK ELEVEN – 7/22

- Salary negotiation and promotions

READ:

- <http://www.forbes.com/sites/lisaquast/2014/03/31/job-seekers-8-tips-to-negotiate-your-starting-salary/>
- <http://www.forbes.com/sites/jeromeyoung/2011/05/11/5-salary-negotiation-tips-that-work/>
- <http://www.salary.com/12-dos-and-don-ts-for-negotiating-salary-in-a-tough-economy/>
- <http://www.nicolewilliams.com/money/trick-or-treat?page=0,1>

TO DO: remind internship supervisor of final paperwork needed, complete e-portfolio critiques, weekly internship report

WEEK TWELVE – 7/29

- Business etiquette

READ:

- <http://www.entrepreneur.com/author/jacqueline-whitmore>
- <http://www.forbes.com/sites/jacquelynsmith/>

TO DO: work on final internship paperwork (evaluation paper, evaluation form), remind internship supervisor of final paperwork needed (letter of evaluation, evaluation form), weekly internship report

WEEK THIRTEEN – 8/5

- Student presentations on e-portfolios

DUE: e-portfolio and critiques, final weekly internship report, internship evaluation paper, internship evaluation form, paperwork from supervisor (letter of evaluation, evaluation form)

Disclaimer:

This syllabus represents my 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.