

WEB 4860—WebUX Internship

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Office Hours: Tues/Thursday 1:30 - 3:30 pm, Wednesday 10-12 am

COURSE DESCRIPTION:

Students work in the web and user experience field. The student fulfills objectives that have been approved by a business/organization supervisor and a faculty advisor. Must have Senior standing or approval of instructor.

JOBS FOR INTERNSHIP:

Students will need to find a job that will allow them to incorporate the multimedia/web design concepts and technology that they have learned in the courses of the business multimedia major. Many students are currently employed in a company in which they are responsible for completing multimedia tasks/projects. Therefore, they are able to use their current job for the internship. If you are looking for a job to meet the requirements of the internship, consider the following:

1. Review emails from the department secretary/faculty providing announcements of multimedia/web design job openings. To get on this email list, call the department secretary (Angie) at 801-626-6059.
2. Contact Karen Doutre who is the COAST career advisor. You can email her at ksdoutre@weber.edu. Her office is in the ET Building (ET 118) and her phone number is 801-626-6877.
3. Attend the Student Job Fair and/or WSU Career Fair. Information on these events can be found on the Career Services website at: <http://www.weber.edu/careerservices/finding-a-job.html>. Bring your resume and take the opportunity to talk with potential employers.
4. Access online job listings such as <http://www.ksl.com/jobs> <http://jobs.utah.gov/>

LEARNING OUTCOMES AND OBJECTIVES:

The main outcome of the internship is that students will gain on-the-job work experience in the field of web and user experience. Five internship objectives are established with the approval of both the intern supervisor and the faculty advisory.

For completion of the internship, students must work a total minimum number of 150 hours. The tasks performed during the 150 hours must be related to the web and user experience.

As a result of this internship experience, students will be able to do the followings:

1. Apply knowledge and skills gained in the classroom to real-world web and multimedia projects.
2. Produce quality work that meets the standards of the industry as well as the expectations of your supervisor and clients.
3. Troubleshoot and solve problems that come up during the completion of a project.
4. Stay on task, use time effectively, and work efficiently in order to meet project deadlines and produce an acceptable amount of work daily.
5. Apply appropriate workplace behaviors relating to ethics, dependability, perseverance, and cooperation.
6. Communicate effectively (orally and in writing) with a variety of people including your supervisor, coworkers/design team, and customers/clients who represent different backgrounds and cultures.
7. Grasp new ideas and methods on your own with minimal input from supervisor.
8. Listen to feedback/criticism from your supervisor and clients and take the appropriate action to meet their expectations.

ASSIGNMENTS:

The following assignments will need to be completed in order to fulfill the requirements of the internship. These assignments are set up on Canvas including the instructions, attached samples, and the due date.

1. **Internship Objectives Report:** Write a report that presents 4-5 work objectives to be accomplished during the internship. Provide the following information for each of the objectives: a) description and scope, b) steps to complete, c) others relied upon to complete objective, and d) resources required.
2. **Meetings:** Meet with your company supervisor to establish 4-5 work-related objectives. Then meet with the faculty advisor to gain approval of the objectives. Changes may need to be made before submitting the final approval form.
3. **Approval Form with Signatures:** Fill out the Internship Approval Form and then obtain signatures showing approval of the objectives from both the intern supervisor and the faculty advisor.
4. **Daily Log:** Complete a daily log of work-related activities for use in preparing progress reports and final internship report.
5. **Calendar:** Keep a calendar of hours worked each day on each objective by entering work data in an Excel spreadsheet..
6. **Progress Reports:** Send in two progress reports during the semester indicating work activities relating to each objective.

7. **Final Report:** Write a final report summarizing efforts in completing established objectives of the internship and capstone project.
8. **Final Meeting with Instructor:** Meet with the instructor preferably at your work site to discuss internship accomplishments.
9. **Evaluation Forms:** Have your job supervisor complete the Employee Evaluation at the end of the internship experience. You should also complete the Student Evaluation Form.

GRADE CRITERIA:

The final grade will consist of the following assignments. See the Canvas gradebook for points earned on these assignments.

Meetings and approval form, 5 objectives	15%
Bi-weekly daily log and calendar updates	
Two progress reports	15%
Final meeting with instructor	
Final report	
Evaluation reports	20%
Completion of objectives/quality of work	50%
Total hours worked (minimum of 150 internship hours)	
