

# Course Syllabus

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## WEB 4860 WEB/UX Internship

Instructor: Dr. Laura MacLeod

EH 379, Phone: 801-626-6822

E-mail: Contact the instructor through the Canvas Inbox.

Office Hours: Tuesday & Thursday 3:00 - 4:30, Wednesday 10 - 12

### 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 concepts and technology that they have learned in the courses of the Web and User Experience major. Many students are currently employed in a company in which they are responsible for completing WebUX tasks and projects. Therefore, they are able to use their current job for the internship.

### 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 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.

- 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.

- 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.
- 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.
- 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.
- Daily Log:** Complete a daily log of work-related activities for use in preparing progress reports and final internship report.
- Calendar:** Keep a calendar of hours worked each day on each objective by entering work data in an Excel spreadsheet..
- Progress Reports:** Send in two progress reports during the semester indicating work activities relating to each objective.
- Final Report:** Write a final report summarizing efforts in completing established objectives of the internship and capstone project.
- Final Meeting with Instructor:** Meet with the instructor preferably at your work site to discuss internship accomplishments.
- 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	15%
Two progress reports	
Final meeting with instructor	
Final report	20%
Evaluation reports	
Completion of objectives/quality of work	
Total hours worked (minimum of 150 internship hours)	50%

**CLASS POLICIES:****Assignment Submissions:**

All of the assignments for the course are set up on this website. Most assignments will be submitted to the appropriate assignment window. However, note that the final meeting with the instructor (preferably at your work site) does not require a submission. Also, the two evaluation forms (student self evaluation and supervisor evaluation) are completed from the [chitester.weber.edu](http://chitester.weber.edu) website.

**Late Work:**

Due dates are posted to the assignment window and the calendar. Assignments can be submitted just three days late for half credit. The late penalty is strict because if you're late on a report it is likely to cause a chain reaction and you'll be late on other reports.

**Ethical Conduct:**

During this class you will be expected to maintain academic ethics and honesty. Please refer to the WSU's Student Code for a review of your academic rights and responsibilities. The Student Code is provided at the following URL: [http://www.weber.edu/ppm/Policies/6-22\\_StudentCode.html](http://www.weber.edu/ppm/Policies/6-22_StudentCode.html) (Links to an external site.) ([http://www.weber.edu/ppm/Policies/6-22\\_StudentCode.html](http://www.weber.edu/ppm/Policies/6-22_StudentCode.html)).

You will need to keep accurate records relating to number of hours worked weekly in relation to the five objectives. A daily log should be kept so that you can be accurate in reporting tasks completed and hours worked. That way you won't need to rely on memory when completing your calendar and progress reports.

**Open Communication:**

It's very important to meet with your supervisor to establish your internship objectives and determine the required resources and equipment needed to fulfill the objectives. Your work supervisor should make your weekly job tasks clear to you and should provide reasonable guidance on steps to complete the job tasks. Feedback should be shared by your supervisor related to performance and expectations. You should report to the course instructor any problems that develop making it difficult for you to succeed in the internship.

**Technical Support:**













For assistance with Canvas or related technical issues, please call 626-6499. This phone is staffed Mon-Thurs from 8am - 5pm and Fridays from 8 - 4:30pm. A message can be left during non-business hours for a return call. Alternatively, students can send an email message to [wsuonline@weber.edu](mailto:wsuonline@weber.edu) (<mailto:wsuonline@weber.edu>).

If you are having technical issues related to usernames/passwords, please call the Service Desk at 626-7777, or email [csupport@weber.edu](mailto:csupport@weber.edu).

**Accommodations for Students with Disabilities:**

Any students requiring accommodations or services due to a disability should contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.

## Course Summary:

Date	Details	
Fri Sep 7, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891409">Internship Objectives Report (https://weber.instructure.com/courses/467242/assignments/3891409)</a>	due by 11:59pm
Fri Sep 14, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891410">Objectives Approval Form (https://weber.instructure.com/courses/467242/assignments/3891410)</a>	due by 11:59pm
Fri Sep 28, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891403">Daily Log and Calendar 1 (https://weber.instructure.com/courses/467242/assignments/3891403)</a>	due by 11:59pm
Fri Oct 12, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891411">Progress Report 1 (https://weber.instructure.com/courses/467242/assignments/3891411)</a>	due by 11:59pm
Fri Oct 26, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891404">Daily Log and Calendar 3 (https://weber.instructure.com/courses/467242/assignments/3891404)</a>	due by 11:59pm
Fri Nov 9, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891412">Progress Report 2 (https://weber.instructure.com/courses/467242/assignments/3891412)</a>	due by 11:59pm
Mon Nov 26, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891405">Daily Log and Calendar 5 (https://weber.instructure.com/courses/467242/assignments/3891405)</a>	due by 11:59pm
Fri Nov 30, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891407">Final Meeting with Instructor (https://weber.instructure.com/courses/467242/assignments/3891407)</a>	due by 5pm
Fri Dec 7, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891402">Completion of Objectives/Total Hours Worked (https://weber.instructure.com/courses/467242/assignments/3891402)</a>	due by 5pm
Fri Dec 7, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891406">Evaluation forms (https://weber.instructure.com/courses/467242/assignments/3891406)</a>	due by 11:59pm
Fri Dec 7, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891408">Final Report (https://weber.instructure.com/courses/467242/assignments/3891408)</a>	due by 11:59pm
Fri Dec 7, 2018	 <a href="https://weber.instructure.com/courses/467242/assignments/3891401">Additional Progress Reports as Needed (https://weber.instructure.com/courses/467242/assignments/3891401)</a>	