



Internship in Interactive Media

Course Information

IADM 3P95

Instructor Information

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Course Description

The IADM 3P95 internship course focuses on unpaid 80-hour work placements that provide students with a real-world internship experience in an interactive media work context.

An internship does not need to be technical in nature so long as the focus of the experience is related to the tools, principles, and practices related to the development, management and/or operation of interactive digital products, systems and/or services. Through your hours with an internship host working on a specific project or ongoing operations, you will track your hours and progress in consultation with the internship host using the provided forms. Time spent working on assignments for this course will not count as hours applied toward an internship and should not be included in hours tracking.

It is the express responsibility of an interested student to secure a willing internship host, completing the signed Internship Contract provided by the Department of Digital Humanities (DDH), before the end of the preceding semester to receive the override necessary for enrolment in the internship course. The Project Coordinator's office can assist in suggesting and facilitating contact with known and interested internship hosts. However, arranging an internship opportunity is the student's responsibility.

Learning Outcomes:

From the Interactive Arts and Digital Media Program Handbook (<https://brocku.ca/humanities/digital-humanities/programs/iadm/>), the learning outcomes for internships include:

1. Foundational Knowledge
 - Applies the principles of aesthetics and design to art and interactive media project work
 - Demonstrates the ability to interpret standards, conventions, schematics, and common practices
2. Transferable Skills

- Demonstrates strong higher order thinking skills (e.g., analysis, synthesis, and evaluation)
 - Critically evaluates the quality of information and resources;
 - Employs a diverse technical skillset with one or two specializations;
3. Creativity
 - Demonstrates an openness to new ideas and ways of doing things
 - Demonstrates an entrepreneurial spirit within academic, creative arts, and/or business contexts.
 4. Intrapersonal
 - Is self-motivated, well organized, and dependable
 - Exhibits a high degree of self-efficacy
 - Learns from one's successes and failures
 5. Communication
 - Demonstrates strong oral, written, and digital literacy skills
 - Communicates complex ideas clearly and concisely
 - Communicates effectively across disciplinary boundaries
 - Effectively uses online media and design tools to communicate ideas
 6. Collaboration
 - Works collaboratively with others
 7. Project Management
 - Effectively applies business and project management principles to the execution of projects (e.g., time and risk management, project scoping, and quality control
 - In collaboration with others, secures the expertise and resources needed to achieve project goals
 - Endeavours to the meet the expectations of project sponsors
 8. Career Preparedness
 - Is forward thinking, resourceful, and self-reflective in terms of one's academic and professional growth
 - Builds a personalized IADM program pathway in support of one's academic and professional goals
 - Invests in learning opportunities outside of the IADM program
 - Builds a professional portfolio which showcases one's accomplishments in the IADM program

Required Resources

There are no required readings for this class. Tools and resources, beyond the forms provided by the DDH, are to be provided by the internship host for the student's use. ***The DDH cannot provide software or tools support for internship placements.***

All forms and templates are accessible online at the web addresses indicated in this document. All completed forms are to be submitted to the Project Coordinator via email, as outlined below.

Policies and Documents

[Set-Up Guide – Experiential Education Practicum Insurance Forms – Click here to access](#)

Not sure where to get started with EEC as you complete the required forms for your placement? Start here!

[Letter to Placement Employers – Click here to access](#)

The Ministry of Training, Colleges and Universities (MTCU) has implemented a new streamlined process for students enrolled in an approved Ontario university program that requires them to complete placements in a workplace as part of their program of study.

Student Declaration of Understanding - [Click here to access](#)

The government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), reimburses WSIB for the cost of benefits it pays to Student Trainees enrolled in an approved program at a Training Agency (university). Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage while on placements that are required by their program of study.

Safety Orientation Checklist - [Click here to access](#)

Placement Employer: This checklist may be used to document health and safety orientation provided to a student(s) prior to exposure to any hazards in your workplace. This checklist, or another format documenting orientation, must be returned to the Brock University Practicum Coordinator.

Pre-Placement/Field Trip Due Diligence Checklist – [Click here to access](#)

This checklist may be used to identify unsafe exposures in facilities/locations where students may be required to work, study, or perform research activities and also to document safety measures in place to protect students from exposure.

Hour Tracker – [Click here to access](#)

This template must be used to track all hours worked.

All forms are available here: <https://brocku.ca/humanities/digital-humanities/student-resources/internships/>

Assessment Components and Due Dates

Internship Contract (<i>Required to Register in Course</i>)	0%
Internship Goal Setting Form and Hours Tracker (<i>Due in Week One</i>)	5%
Internship Interim Evaluation Forms (Host and Student) (<i>Due at 40 Hour Mark</i>)	25%
Internship Final Evaluation Forms (Host and Student) (<i>Due at 80 Hour Mark</i>)	50%
Internship Reflection (<i>Due by last day of exams</i>)	20%

	100%

Table 1 Assessment Components

Sample Timeline for Internship

1. One Semester Ahead
 - a. Seek Internship Host for Winter Semester
 - b. Complete Internship Contract (with Internship Host) before End of Fall Semester
 - c. Receive Override to Enroll in IADM 3P95 for Winter Semester
2. Semester of Internship

- a. Start of Term – Week One
 - i. Begin Internship
 - ii. Create Hours Tracker on Brock O365 – Share link with Coordinator & Host
 - iii. Complete and Submit Goal Setting Form
- b. Internship Underway
 - i. Once 40 hours are completed and recorded in Hours Tracker:
 - Interim Internship Student Evaluation
 - a. Complete and Submit to Project Coordinator (by email)
 - Interim Internship Host Evaluation
 - a. Provide to Internship Host with student details entered
 - b. Completed by Internship Host
 - c. Reviewed with Student by Internship Host
 - d. Submit to Project Coordinator (by email)
 - ii. Once 80 hours are completed and recorded in Hours Tracker:
 - Final Internship Student Evaluation
 - a. Complete and Submit to Coordinator (by email)
 - Final Internship Host Evaluation
 - a. Provide to Internship Host with student details entered
 - b. Completed by Internship Host
 - c. Reviewed with Student by Internship Host
 - d. Submit to Project Coordinator (by email)
- c. Complete and Submit Internship Reflection (by email, before last day of Exams)

Internship Component Descriptions

Internship Contract: 0% (Due: Required to Register in Course)

Students are responsible for arranging their own placement with an internship host in a field related to interactive media. Once an interested internship host is identified, the student needs to sign the Internship Contract with the internship host and submit the contract to the Project Coordinator. The Project Coordinator may decide that a meeting or site visit is warranted with the internship host, for example, to confirm the appropriateness of the placement.

If there are no issues, the Project Coordinator will sign the contract authorizing the override needed for enrolment in the IADM 3P95 internship course.

The above process must be completed *before the end of the academic term **preceding*** the term in which the internship is to occur (as outlined in the Sample Timeline above). This will ensure ample time to resolve issues and have the signed contract in place for the start of term.

Internship Goal Setting Form and Hours Tracker: 5% (Due in Week One)

The first task for any new internship is to submit the completed Goal Setting form and create your online accessible Hours Tracking spreadsheet.

Complete it in full and email the completed form (*in PDF format*) to the Coordinator, cc'ing your internship host.

The nature of internships in interactive pursuits requires flexibility of availability and often an inconsistent load in

terms of time placement hours with your internship host. To this end, learning to track time accurately and effectively while working on a project is a core skill for any interactive media or technical professional.

You can find the *required* template for the Hours Tracker in the Policies and Documents section above.

Make your own copy of the Hours Tracker in a Google or O365 Spreadsheet and share its link location in the Goal Setting form, where indicated.

It is the student's responsibility to keep their Hours Tracker time log up to date and inform the Project Coordinator's office and internship host when they have reached the 40- and 80-hour marks of the internship.

The grade for this component is a simple pass/fail for submission in the first week of the internship. It will, however, *influence the results of all subsequent components.*

Internship Interim Evaluation Forms: 25% (Due @ 40hrs completed)

There are two evaluations forms to complete, linked above: the **Internship Student Evaluation Form** as well as the **Internship Host Evaluation Form**.

Complete the forms, as outlined in the Sample Timeline above.

Once both are complete, the Internship Host reviews their form with the student to provide feedback on their internship progress. Once complete, email both forms directly to the Coordinator *in PDF format*.

Submit by email to the current DDH Coordinator before the *45-hour* mark of the internship. Timely submission is required to ensure an ample opportunity for a student to respond to feedback for the second half of the internship.

The grade for this component is determined by the DDH Chair by factoring in the feedback of *both* student and host.

Internship Final Evaluation Forms: 50% (Due @ 80hrs completed)

There are two evaluations forms to complete, linked above: the **Internship Student Evaluation Form** as well as the **Internship Host Evaluation Form**.

Complete the forms, as outlined in the Sample Timeline above.

Once both are complete, the Internship Host reviews their form with the student to provide feedback on their internship progress. Once complete, email both forms directly to the Coordinator *in PDF format*.

The grade for this component is determined by the DDH Chair by factoring in the feedback of *both* student and host.

Internship Reflection: 20 % (Due by last day of Exams)

Submit the final requirement, the Internship Reflection, in *PDF format* via email to the Project Coordinator before the last day of exams of the Internship's term, as outlined in the Sample Timeline.

The Internship Reflection is a 750–1000-word document that references all your submitted materials (e.g. Goal Setting and Evaluation Forms) and outlines what you identify as the core skills and perspectives the internship has fostered for you.

Late Submission Policy

Professional work environments do not tolerate late submission of work. If any component of this internship is late or missing, penalties will be applied to your final grade. These penalties may include 5% per day reduced on an assignment, including weekends. A grade of 0% may be applied in exceptionally unprofessional examples.

Academic Policies

Academic Integrity

Statement for undergraduate courses

Academic misconduct is a serious offence. The principle of academic integrity, particularly of doing one's own work, documenting properly (including use of quotation marks, appropriate paraphrasing and referencing/citation), collaborating appropriately, and avoiding misrepresentation, is a core principle in university study. Students should consult Section VII, "Academic Misconduct", in the "Academic Regulations and University Policies" entry in the Undergraduate Calendar, available at <http://brocku.ca/webcal> to view a fuller description of prohibited actions, and the procedures and penalties. Information on what constitutes academic integrity is available at <https://brocku.ca/academic-integrity/>

Statement of the use of Artificial Intelligence

Generative AI, including large language models, reference enormous amounts of existing text from almost all available sources and then use a variety of algorithms and trained behaviours to generate coherent and human-like output. As such, copying said output and presenting it as original work without proper attribution can be considered plagiarism.

Accuracy and transparency about the origins of ideas and knowledge support Brock University's guiding values of:

- Integrity and respect;
- Inclusivity, diversity, and equity;
- Reconciliation and decolonization;
- Freedom of thought and expression coupled with academic responsibility; and
- Generation and mobilization of knowledge.

The use of artificial intelligence to complete the goal setting and/or internship reflection assignments is not condoned for this course. The default penalty for using text generated by artificial intelligence as one's own for these assignments shall be an assignment grade of 0.

Intellectual Property Notice

All materials created by the student in this course are the intellectual property of the internship host. A student who publicly posts or sells a host's intellectual property, without the host's express consent, may be charged with misconduct under Brock's Academic Integrity Policy and/or Code of Conduct, and may also face adverse legal consequences for infringement of intellectual property rights.

Students retain the right to showcase their work in an online or print portfolio, provided they are not sharing source files or violating any expectations of the internship host. Students are encouraged to have internship hosts evaluate portfolio representations for accuracy and proper IP handling.

Accommodations

The University is committed to fostering an inclusive and supportive environment for all students and will adhere to the Human Rights principles that ensure respect for dignity, individualized accommodation, inclusion and full participation. The University provides a wide range of resources to assist students, as follows:

- a) If you require academic accommodation because of a disability or an ongoing health or mental health condition, please contact Student Accessibility Services at askSAS@brocku.ca or 905 688 5550 ext. 3240.

- b) Student Absence Self-Declaration Forms (short term)**

The [student absence self-declaration form](#) is intended to replace the need for a medical note and supporting documentation from a health care provider when, in the case of a short-term medical condition or personal events or circumstances beyond the control of the student which seriously impair the student's ability to meet academic obligations, a student wishes to seek an academic accommodation. The request is to be made in good faith by the student requesting the academic consideration due to a short-term condition that impacts their academic activities (e.g., participation in academic classes, delay in assignments, etc.).

The period of this short-term medical condition or circumstance for academic accommodation must fall within a 72-hour (3-day) period. This period includes weekends.

The form needs to be submitted to your instructor either during your brief absence or, in cases where you are too unwell, within 24 hours of the end of your 3-day brief absence. The form may be used for medical conditions (including physical or mental health concerns) or personal events or circumstances (e.g., housing insecurity, gender-based and sexual violence).

The form may be submitted by email or within your course site in Brightspace, if this option has been activated by your instructor.

Note 1: The Student Absence Self-Declaration Form may only be used once per course per term.

Additional uses are only permitted at the discretion of the instructor.

Note 2: In cases where a student has a medical circumstance that will impact academic activities that exceeds 72 hours (3 days), or in the case of a request for a deferred exam, the Brock University Medical Verification Form must be submitted.

Medical Verification Form (extended period/exam deferral)

In cases where a student requests academic consideration due to a medical circumstance that exceeds 72 hours (3 days) and will impact their academic activities (e.g., participation in academic classes, delay in assignments, etc.), or in the case of an exam deferral, this verification form must be signed by the student and the health professional. as per process set out in [Faculty Handbook III:9.4.5](#)

- c) If you are experiencing mental health concerns, contact the Student Wellness and Accessibility Centre. *Good2Talk* is a service specifically for post-secondary students, available 24/7, 365 days a year, and provides anonymous assistance: <http://www.good2talk.ca/> or call 1-866-925-5454. For information on wellness, coping and resiliency, visit: <https://brocku.ca/mental-health/>
- d) If you require academic accommodation on religious grounds, you should make a formal, written request to your instructor(s) for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term, or as soon as possible after a need for accommodation is known to exist.
- e) If you have been affected by sexual violence, the Human Rights & Equity Office offers support, information, reasonable accommodations, and resources through the Sexual Violence Support & Education Coordinator. For information on sexual violence, visit [Brock's Sexual Assault and Harassment Policy](#) or contact the Sexual Violence Support & Response Coordinator at humanrights@brocku.ca or 905 688 5550 ext. 4387.
- f) If you feel you have experienced discrimination or harassment on any of the above grounds, including racial, gender or other forms of discrimination, contact the Human Rights and Equity Office at humanrights@brocku.ca