

Brock University
IASC 3P95 - Internship in Interactive Media
COURSE OUTLINE - 2024

Internship Coordinator:	Jeremy Leipert
Internship Coordinator	jleipert@brocku.ca
Contact: DDH CHair	Aaron Mauro
DDH Chair Contact:	amauro@brocku.ca

IASC 3P95 - Internship in Interactive Media

Part-time internship in a business related to interactive media or the gaming industry.

Restriction: open to IASC (single or combined) and GAME majors only and permission of the Department. No permission to enroll in an internship will be granted without an internship contract that is signed by the student and the internship host. Internship contracts are provided by the Department of Digital Humanities and are accessible at <https://brocku.ca/humanities/digital-humanities/wp-content/uploads/sites/142/Internship-Contract-IASC-3P95-2017-1.pdf>

Note: enrolment is limited. Throughout the internship, students will be required to submit various forms as detailed in this course outline.

*“The expert at anything was once a beginner.”
~Helen Hayes*

Overview

The IASC 3P95 internship course focuses on unpaid 80-hour work placements that provide students with real world 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 on site 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.

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 Internship 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.

Communications Expectations

In advance of and throughout an internship, you are expected to regularly check your **Brock student email account** for messages and notices regarding the internship. Experiential education opportunities, such as internships, operate with student emails as the default point of contact for communicating with students. Likewise, students are encouraged to communicate directly with the Internship Coordinator who can provide advice and help as needed or requested. On an occasional or routine basis, the Internship Coordinator may request check in meetings which students are expected to attend.

Internship Learning Outcomes

From the Interactive Arts and Sciences Program Handbook (brocku.ca/iasc), 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 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 IASC program pathway in support of one's academic and professional goals
- Invests in learning opportunities outside of the IASC program
- Builds a professional portfolio which showcases one's accomplishments in the IASC 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 Internship Coordinator via email, as outlined below.

Assignments\Submissions

Internship Contract (<i>Required to Register in Course</i>)	<i>0%</i>
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%

Sample Timeline for a Winter Term Internship Start Date

1. Fall Semester
 - a. Seek Internship Host for Winter Semester
 - b. Complete Internship Contract (with Internship Host) before End of Fall Semester
 - c. Receive Override to Enrol in IASC 3P95 for Winter Semester

2. Winter Semester
 - a. Start of Term - Week One
 - i. Begin Internship
 - ii. Create Hours Tracker on Google Drive/Docs - 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 Internship 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 Internship 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 Internship Coordinator (by email)
 - c. Complete and Submit Internship Reflection (by email, before last day of Exams)

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 Internship Coordinator. The Internship 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 Internship Coordinator will sign the contract authorizing the override needed for enrolment in the IASC 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.

Download the Goal Setting form here: <https://brocku.ca/humanities/digital-humanities/wp-content/uploads/sites/142/Internship-Goal-Setting-Form-Final-1.pdf>

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 you create here: <https://docs.google.com/spreadsheets/d/1SIWtA1YEbob0pwzHrE3R0xz6uoKo4oQhERPBOTcX3FU/edit#gid=0>

Make your own copy of the Hours Tracker in a Google 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 Internship 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)

Access the two required forms here:

Internship Student Evaluation Form - <https://brocku.ca/humanities/digital-humanities/wp-content/uploads/sites/142/Internship-Student-Eval-Form-Final-1.pdf>

Internship Host Evaluation Form - <https://brocku.ca/humanities/digital-humanities/wp-content/uploads/sites/142/Internship-Host-Eval-Form-Final-1.pdf>

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 in order 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 Director by factoring in the feedback of *both* student and host.

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

Access the two required forms here:

Internship Student Evaluation Form - <https://brocku.ca/humanities/digital-humanities/wp-content/uploads/sites/142/Internship-Student-Eval-Form-Final-1.pdf>

Internship Host Evaluation Form - <https://brocku.ca/humanities/digital-humanities/wp-content/uploads/sites/142/Internship-Host-Eval-Form-Final-1.pdf>

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 Director 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 Internship 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 of 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.

Academic Policies

Academic Integrity

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.

Academic Accommodation

As part of Brock University's commitment to a respectful work and learning environment, the University will make every reasonable effort to accommodate all members of the university community with disabilities. If you require academic accommodations related to a documented disability to participate in this course, you are encouraged to contact Services for Students with Disabilities in the Student Development Centre (4th floor Schmon Tower, ex. 3240). You are also encouraged to discuss any accommodations with the instructor well in advance of due dates and scheduled assessments.

Academic Accommodation due to Religious Obligations

Brock University acknowledges the pluralistic nature of the undergraduate and graduate communities such that accommodations will be made for students who, by reason of religious obligation, must miss an examination, test, assignment deadline, laboratory or other compulsory academic event. Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructor(s) for alternative dates and/or means of satisfying requirements.

Medical Exemption Policy

The University requires that a student be medically examined in Health Services, or by an off-campus physician prior to an absence due to medical reasons from an exam, lab, test, quiz, seminar, assignment, etc. The Medical Certificate can be found at: <http://www.brocku.ca/health-services/policies/exemption>