

UCF Instructional Design and Technology Program eLearning and Educational Technology Track

EME 6940 Practicum / Internship Proposal and Contract [Summer 2014] TRACK2 - Summer

Internship Site:

EDTRAININGCENTER
3001 N Rocky Point Dr East, Suite 200
Tampa, FL 34677
1-877-765-5656

Contacts:

Rachel Fisher
CEO
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Context

EDTRAININGCENTER.com is a leading provider of online continuing education, compliance training, and professional development for the education industry. To date we've trained over 150,000 school-based employees, with the largest concentration being substitute educators. Currently we are partnered with Kelly Educational Staffing and Cornerstone On Demand and can claim the NYC, Miami-Dade, and Las Vegas school districts as customers, along with several hundred others nationwide. The company is nearly 100% virtual, with three full time employees and a handful of contractors serving as the core team and outsourcing of other capacities including LMS hosting and maintenance and customer technical support.

EDTRAININGCENTER requests a Training Intern to assist with development and administration of online learning modules. Currently we are in a period of rapid growth: building new content, refurbishing existing content, and moving to a new LMS platform. The Training Intern will have the opportunity to author and refurbish content and set up end-to-end eLearning curricula. Utilization of the intern will free EDTRAININGCENTER leadership to focus on leveraging new channel partnerships and development of our mobile strategies.

Learning Goals and Objectives

During the internship, I will develop and refine my skills, knowledge and ability too:

- Research content for use in an online curriculum
- Author and refurbish content for use in an online curriculum
- Develop proficiency in the use of authoring tools
- Manipulate and maintain learning paths within an LMS platform
- Design quizzes, interactions, and animations for online training

Responsibilities and Tasks

To achieve my objectives, I will:

- Develop an understanding of the EDTRAININGCENTER content development process
- Work closely with EDTRAININGCENTER's Curriculum Developer to develop new training modules

- Assist in the transition of the LMS so that I may better understand the deployment and delivery of published content

Deliverables

To demonstrate achievement of my objectives, I will submit for my internship portfolio:

- At least one published content module
- A description of the content development process from research to deployment within the LMS platform
- Links to aspects of the new LMS for which I've been responsible, including content, curricula, and/or UI.
- Supervisor's feedback
- 5-10 page reflection

Proposed Schedule and Milestones

Weeks 1-2

- Meet with employees of EDTRAININGCENTER
- Review EDTRAININGCENTER content and software
- Complete online training overview of LMS platform

Weeks 3-4


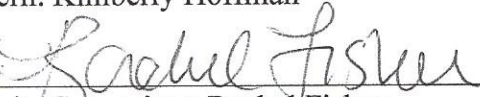
- Assist in transition of LMS platform including content modules, curricula, eCommerce set-up, and certificates.

Weeks 5-6

- Start creation or refurbishment of online content module
- Complete creation of online content module through to publication and upload
- Assist in development of specialized UI of LMS platform for EDTRAININGCENTER partner Kelly Educational Staffing
- Assist in development of specialized UI of LMS platform for New York City Department of Education
- Assist in testing of new LMS platform. Help to make changes based on testing.

Weeks 7-8

- Make final edits and revisions to all products
- Write 3-5 page reflection and submit to Dr. Glenda Gunter at UCF
- Submit products to Dr. Glenda Gunter at UCF
- Have mentor(s) write evaluation(s) and submit to Dr. Glenda Gunter at UCF

	<u>6/20/14</u>
Intern: Kimberly Hoffman	Date
	<u>6/20/14</u>
Onsite Supervisor: Rachel Fisher	Date
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Faculty Advisor: Glenda Gunter, Ph.D.	Date