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**InterNavigate Instructor's Guide**

EME 601

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**Instructor’s Guide: Navigating the Internship Search in Instructional Design and Technology (IDT)**

**Course Description**

This course consists of 10 lessons spread across 4 different modules, guiding IDT graduate students through the internship process. Learners will explore career paths, build decision-making and networking skills, and create key application materials like resumes and cover letters. Each lesson is described below.

### **Module 1: Exploring Career Paths (25 minutes)**

**Learning Objective (LO) #1:***Evaluate the unique IDT opportunities and challenges within corporate, non-profit, government, and formal education sectors.*

• Lesson 1 presents a scenario designed to help learners reflect on challenges in securing an IDT internship.

• In Lesson 2, participants will explore four distinct career paths in instructional design: corporate, government, education, and non-profit careers. Brief summaries and key opportunities in each field are provided.

• Lesson 3, learners engage in time-efficient decision-making, allowing them to reflect and confidently justify their career preferences through reflection.

### **Module 2: Planning for an Internship Search (25 minutes)**

**LO #3:***Create a customized internship search plan that includes various resources (online platforms, professional networks, UT tools).*

• Lesson 4 fosters critical thinking skills and reinforces learners’ understanding of the key steps for effective internship planning, making sure the process feels straightforward and easy to manage.

• In Lesson 5, learners complete a template with 3-4 personalized steps tailored to their own personal internship search.

### **Module 3: Networking and Professional Communication (30 minutes)**

**LO #4:***Compose a professional email template for networking with IDT professionals.*

• In Lesson 6, learners will be introduced to an AI tool that helps them create a professional email template for networking.

• For Lesson 7, using the AI-generated draft as a base, learners create a personalized networking email to a senior or professional contact (no more than 5-6 sentences). They will be reminded to highlight their identified strengths in the IDT field.

• Lesson 8 will inform participants on how and who to reach out for advice regarding their internship application process.

### **Module 4: Designing Internship Materials (40 minutes)**

**LO #5:***Identify and apply for at least three (3) internship opportunities that align with their instructional design strengths using tailored materials.*

• In Lesson 9, learners will create professional materials quickly and efficiently with the help of suggested templates.

•Lesson 10 will recap the whole course where learners will be encouraged to send out an internship application.

**Target Audience Description:**

* Graduate students in the Instructional Design and Technology (IDT) program looking to apply for internships in different fields
* Students are coming from various fields and industries including but not limited to formal education, government, corporate, or non-profit
* Has completed IDT projects and has enrolled to at least 3-4 classes
* Has finished EME 660 Seminar in Instructional Design
* Able to write at a collegiate level

**Course Duration:** 2 Hours

**Module 1:** 25 Minutes

**Module 2:** 25 Minutes

**Module 3:** 30 Minutes

**Module 4:** 40 Minutes

**Course Format:**

Articulate Rise 360 Course, Online, Self-Paced

All activities are embedded in the course with external links to PADLET, Google Forms, Youtube, and other resources. Templates are also attached for reference.

**Instructional Goal:** By the end of this training, IDT graduate students will demonstrate preparedness in applying for an internship.

**Instructional (Learning) Objectives:**

By the end of this training, IDT graduate students will be able to:

1. Evaluate the unique IDT opportunities and challenges within corporate, non-profit, government, and formal education sectors.
2. Select the career path that aligns best with their professional goals and strengths, utilizing the resources and guidance provided by UT.
3. Create a customized internship search plan that includes the use of various resources (online platforms, professional networks, and UT tools).
4. Use a template to compose a professional email to network with companies, organizations, and individuals in the IDT field.
5. Identify and apply for at least three (3) internship opportunities that align with their instructional design strengths using tailored application materials such as a resume, cover letter, and portfolio.

**Assessment and Feedback:**

Assessment activities are generally formative, with participants being required or encouraged to create their email samples and other materials. A few knowledge checks are included labeled as “Check for Understanding” where participants can interact with quizzes and other interactive tools that provide immediate responses. Instructor feedback can be shared through PADLET with links that are also present in the course.

**Accessible External Links:**

* Internship Difficulties: <https://padlet.com/polleanamunoz/possible-internship-difficulties-yailaycgg7bh7mwi>
* Choosing Career Path: <https://docs.google.com/forms/d/e/1FAIpQLSdfLGeZCPPfCE9Psk0u1BHB4vJfBuzLZs0yal6b3VJS4IitdQ/viewform?usp=sharing>
* Email Writing Activity:  
  <https://padlet.com/polleanamunoz/email-writing-activity-izsjdsiiax3xhjcz>