For MA in Interaction Design candidates:
A syllabus that guides the experience of fulfilling an internship for elective course credit
ART 5450.730, Summer Session 2023

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Office hours: Tuesdays 9:30–10:30 am (via Zoom); Wednesdays 2:00–3:00 pm (in room 304 of the CVAD Building Complex or via Zoom)

This course does NOT have a standing meeting time, as its course credit is earned as a result of an individual student’s actions within an instructor-approved interaction or user experience design consultancy, usually (but not always) located off of any of the UNT campuses.

An overview
Effectively fulfilling an internship requires that an MA in IxD candidate who decides to do this works at least 120 hours in whatever DESIGN-rooted position they secure across the time span of a full semester (fall or spring), or during a “Summer 1 or Summer 2” session. With that stated:

Internships that transpire under the course number ART 5450.730 during the summer session(s) of 2023 must occur between 06.06.23 and 08.19.23. An intern must work at least 120 hours during this span of time at or on behalf of the company or organization listed at the top of page 4 of this document.

(Again) the instructor of record is:

Michael R. Gibson (michael.gibson@unt.edu)

Please note that this course is administered by the instructor through UNT Canvas and/or via office hours’ meeting sessions (in-person or via Zoom), and, as such, no regularly scheduled meeting times will occur during its transpiration other than whatever hours per week that a given student is engaged by whichever organization/consultancy/in-house UX/IX design operation/sponsored project, etc. is facilitating your experience. All communications with the instructor regarding your internship experience must occur via Canvas or (preferably) via email or in-person in CVAD room 304, or, only as necessary, via Zoomchat.

A Description of ART 5450.730 requirements for MA in IxD candidates

01.
Internships must be approved PRIOR TO THEIR COMMENCEMENT by the instructor of record for the fulfillment of these credits, which means that this faculty member must have an articulation of what the MA in IxD candidate will “do” while he/she/they works within a design consultancy/in-house UX/IX design operation/sponsored project, etc. This articulation must be included as part of the “employer information form” that each potential intern must complete as part of his/her/their application process (this form constitutes page 4 of this document). This form must be turned into the instructor of record as soon as possible after the MA in IxD student has been accepted as an intern by a given organization.

02.
A journal must be kept by the MA in IxD student who fulfills the internship with entries recorded at least once weekly. Each weekly “internship journal” entry must be between 150 and 250 words in length. These entries must document what the candidate is learning/what design challenges the candidate has had to
confront/what understandings and knowledge the candidate gleans as a result of interacting with his/her/their peers and supervisors in the professional situation within which they’re embedded. A copy of this journal must be submitted as an email attachment (either in the form of a .pdf or an MS Word document) to the faculty of record at the “halfway point” of this experience, and upon its culmination.

03. If possible (and allowable/not prohibited by the stipulation of a non-disclosure agreement) by the organization that is facilitating the internship, examples of the “process” and work product executed by the MA in IxD student during the experience must be shared with the instructor of record at the culmination of the experience.

04. Whoever is acting as the supervisor/project director/project lead/development director/etc. of the MA in IxD candidate’s internship MUST provide a written assessment that synopsizes the student’s experience within two weeks of its culmination. This assessment can be authored by an individual or a team of two or up to three individuals (given the team-based nature of user experience and interaction design, having multiple supervisors is common). It must be emailed to the instructor of ART 5450.730 as an MS Word document or a .pdf, and may be submitted either as a 150- to 200-word piece of narrative prose or via the “MA in IxD Student Intern Assessment Form” that constitutes page 5 of this document.

05. The MA in IxD Student Agreement Contract (necessary to fulfill an internship for credit by a student enrolled in the MA in IxD program)

1. The student is aware that he/she/they is a representative of the University of North Texas College of Visual Arts and Design MA in Interaction Design program, and will therefore comport him/her/themself in a professional and responsible manner throughout the duration of his/her/their internship experience.

2. The student agrees to arrive at work at the times agreed to by him/her/them and the work supervisor/project director/project lead/development director/etc.

3. The student will report an inability to attend his/her/their pre-arranged work time at his/her/their internship site by contacting the ART 5450.730 instructor and his/her/their work supervisor. Any hours missed should be made up by special arrangement. Work should not be missed because of the demands of other classwork or for personal reasons. Effective time management will be crucial to the student’s success in this endeavor.

4. The student understands that the work period for “summer” internships covers the time from the date of placement until 5 pm CDT the last day of class of the Summer II session at UNT (this is true even though the student will receive credit for the internship as a Summer I experience).

5. The student agrees to turn all required work in by the deadlines assigned by his/her/their work supervisor. Late work will not be accepted except by special arrangement with the work supervisor and the instructor of record for ART 5450.730.

6. The student understands that if his/her/their work supervisor should terminate his/her/their placement prior to the end of the agreed upon span of time for the internship experience, a failing grade will be assigned for ART 5450.730.

7. The student agrees to keep any proprietary information learned during their internship confidential. This may necessitate the signing of a non-disclosure agreement with organization that is facilitating the internship.

8. The course instructor reserves the right to change the syllabus and/or student agreement at any time during its transpiration. Interns will be notified of any such changes through the Canvas learning platform and/or via email notification.

9. The MA in IxD student must maintain and submit an internship journal (as described on page 1).
10. Sign “The MA in IxD Student Agreement Signatory Page” that constitutes page 3 of this document to signify that you will abide by the stipulations of this contract.

**The MA in IxD Student Agreement Signatory Page** re: earning credit for fulfilling an internship while enrolled in ART 5450.730 (each MA in IxD student intern must sign and return this to the ART 5450.730 course instructor PRIOR to beginning his/her/their internship)

_________________________________________
MA in IxD student name *(write above this line)*

_________________________________________
MA in IxD UNT student ID number *(write above this line)*

_________________________________________
MA in IxD student signature *(write above this line)*

_________________________________________
_________________________________________
_________________________________________
_________________________________________
Location of internship *(write above this line)*

_________________________________________
Work supervisor *(write above this line)*

_________________________________________
Work supervisor email address *(write above this line)*

_________________________________________
Date *(write above this line)*
MA in IxD Employer Information Form re: fulfilling an internship for credit while enrolled in ART 5450.730

Name of company/organization within which internship will be fulfilled (*write above this line*)

Address of company/organization within which internship will be fulfilled (*write above this line*)

Website of company/organization within which internship will be fulfilled (*write above this line*)

______________________________________________________________________

Brief description of responsibilities/duties the MA in IxD student will fulfill (*write above these lines*)

Duration of internship and approximate hours per week (*write above this line*)
MA in IxD Student Intern Assessment Form (to be completed by the work supervisor upon the culmination of the internship experience and submitted to michael.gibson@unt.edu)

It is the responsibility of the MA in IxD student who is fulfilling the internship to inform his/her/their work supervisor about the due dates stipulated as part of being enrolled in ART 5450-730.

_________________________________________
Name of MA in IxD Student Intern (write above this line)

_________________________________________
Name of Internship Venue

______________________________________________________________________

Supervisor name (printed) + signature + date

Please assess the MA in IxD student’s performance by circling or underlining the numbers below that best describe his/her/their performance. Please use the following scale:

1-failing; 2-below average; 3-average; 4-above average; 5-excellent

Ability to make meaningful contributions to teams: 1 2 3 4 5
Ability to identify and frame/contextualize problems: 1 2 3 4 5
Ability to communicate effectively (in general): 1 2 3 4 5
Followed instructions effectively: 1 2 3 4 5
Ability to formulate broadly informed questions: 1 2 3 4 5
Ability to design, conduct and analyze UX research: 1 2 3 4 5
Ability to handle and learn from constructive criticism: 1 2 3 4 5
General quality of work/work product produced: 1 2 3 4 5
Ability to generate and articulate original ideas: 1 2 3 4 5
Timely completion of assigned work: 1 2 3 4 5
Initiative and assertion of curiosity(ies): 1 2 3 4 5

Additional comments regarding the performance of the MA in IxD candidate/student who has fulfilled this internship can be offered by the internship supervisor on the next page.
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