CULTIVATING THE NEXT GENERATION OF INSTRUCTIONAL DESIGNERS WITH REMOTE INTERNSHIPS

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WHO WE ARE

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WHAT YOU CAN EXPECT FROM THIS SESSION

1 BIRD’S-EYE VIEW
   Brief overview and background

2 EXAMINE THE STRUCTURE
   Our discoveries about what worked in how the experience was structured and organized

3 QUESTION & ANSWER
   What would you like to know?
   Reach out to connect with us!
BIRD’S-EYE VIEW

The Big Picture and Background
WHERE DID WE START?

We identified three elements we could use to start creating the foundation of the internship experience:

1. Adapt an existing *Employee Onboarding Document* to communicate basic information about our workplace
2. Set up an initial meeting to connect
3. **Structure the internship experience around the goals/needs expressed by the student**
OUR APPROACH & PHILOSOPHY

- Started from a place of curiosity and interest in collaboration
- Resisted the urge to plan too much in advance (harder than it sounds!)
- Leaned into Appreciative Inquiry by framing our initial meeting with lots of questions to learn more about the intern and her goals/interests
- Asked what her expectations were of us--very useful in creating a plan together

Photo by Markus Winkler from Pexels
WHAT HAPPENED NEXT?

Based on our initial discussions, we worked with our intern from September through January on these big goals:

- **Project Goal** - Create a self-paced module that teaches faculty how to effectively implement quizzes in online courses.
- **Career Goal** - Deepen exposure to/experience with instructional design in the workplace.
This Was Great!

What Did We Do and How Can We Share What We Did?

Photo by Andrea Piacquadio from Pexels
Examine the Structure

A Closer Look at the Framework We Built and Used
Hosting a remote intern is an excellent way to connect with people who are entering the field and give back to your community of practice. However, just as in the online or remote classroom, the remote internship requires a more intentional approach in order to be successful. The materials included in this toolkit will help you to do just that!
GET ORGANIZED!

GET ORGANIZED BEFORE YOUR INTERNSHIP STARTS!

1. Do you need to coordinate with HR or other administrative units before bringing an intern on board? Who?

2. What level of coordination is needed within your own team or unit to prepare?
   - Plan for intern involvement in team meetings and/or activities
   - Provide intern access to communications and contact information
   - Provide intern access to information and resources, any shared document repositories
   - Don’t forget to identify areas or topics to which it may be inappropriate to offer access

3. Suggested documents and resources that will help set the stage for the internship experience
   - Welcome letter and onboarding instructions
   - Checklist(s) for internship supervisors
   - General timeline for completing onboarding activities
   - What else can you think of that would be helpful?
Upon reflection, we identified three major elements of the experience that were impactful:

1. Provide Work Space and Context
2. Create Opportunity for Connection
3. Establish Trust and Facilitate Growth

Keep in mind there is some overlap between these components
PROVIDE WORK SPACE AND CONTEXT

Prepare a base plan and documents to:

● Help everyone get started on the right foot
● Be intentional about connecting & sharing
● Bridge the space/time divide more quickly
HOW PROVIDING WORK SPACE AND CONTEXT LOOKED

- Modified employee onboarding document to meet needs of internship
- Established Google Docs as a shared document repository
- Established an intentional communication plan
  - Meet via Zoom weekly
  - Created private Slack channel--less formal asynchronous communication and easy to keep track of information
- Lainie and Jill updated other team members to give an overview of/get input on the plan in advance
CREATE OPPORTUNITY FOR CONNECTION

Provide a sense of community to:

- See self as part of a larger network
- Get a sense of workplace culture
- Develop an identity as an instructional design professional
HOW CONNECTION LOOKED

- A standing meeting each week to touch base, ask questions, and chat
- Inclusion in departmental meeting for team introduction
- Access to team communications channels
- Arranged one-on-ones with different team members
- Invites to faculty-facing trainings hosted by our team

*Tech note: We leaned heavily into Zoom (synchronous meetings) and Slack (blended synch/asych messaging)*
ESTABLISH TRUST & FACILITATE GROWTH

Deepen the experience by:

- Connecting as people and colleagues
- Exploring goals
- Creating multi-directional feedback loops
HOW TRUST & GROWTH LOOKED

- Worked together to establish goals and timelines for project deliverables
- Created opportunities to ask questions and offer feedback
- Jill worked one-on-one with the intern to provide detailed overview of course design and development process
- The intern shadowed another ID to observe course design process with faculty
WHAT QUESTIONS DO YOU HAVE?

We would love to hear from you! Email us to talk about your specific remote internship questions and experiences.

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Evaluate Sessions and Win!

- Navigate to specific session to evaluate
- Select “Evaluate Session” on session details screen
  - Complete session evaluation*

*Each session evaluation completed (limited to one per person per session) = one contest entry. **Five (5) $25 gift cards** will be awarded.
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