

UCF Instructional Design and Technology Program
All Tracks enrolled in EME 6940

EME6940 Practicum/Internship Proposal and Contract Summer 2024
TRACK 2 - Summer

Internship Site:

Florida Eye Specialists
[REDACTED]
[REDACTED]
[REDACTED]

Contacts:

Carrie Tompkins
[REDACTED]
[REDACTED]
[REDACTED]

Brittany Summerhays
[REDACTED]
[REDACTED]

Context

I will be supervised by Mrs. Carrie Tompkins both onsite and virtually while working in this internship role. She is currently the Human Resources Manager for all clinics within Florida Eye Specialists.

Florida Eye Specialists delivers a broad array of ophthalmology services, ensuring comprehensive eye care across multiple specialties. Services include cataract surgery, LASIK, various corneal procedures, and advanced glaucoma treatments. Additionally, they are experts in oculoplastic eyelid surgery, offering effective solutions for dry eye, and providing a range of cosmetic and skin care services.

The HR manager at Florida Eye Specialists oversees the recruitment and management of approximately 180 employees distributed over 15 locations. Currently, the HR department is working to revamp the onboarding process to facilitate a faster and more effective integration of new employees into their respective roles. This re-evaluation aims to improve initial training and support, helping new hires quickly become productive members of the team, while aligning with the clinic's high standards of patient care and operational excellence.

Learning Goals and Objectives

During the internship at Florida Eye Specialists, the instructional design intern will engage in a hands-on learning experience, focusing on the development and implementation of effective training strategies within a healthcare setting. The intern will learn to analyze training needs, design training, and evaluate the effectiveness of existing training. By the end of the internship, the intern will have gained practical skills in applying instructional design theories and tools in real-world scenarios, enhancing their ability to contribute to workforce development in any future organizational role.

Analyze Training Needs:

- Identify and articulate specific training requirements by conducting needs assessments with different departments.
- Collaborate with subject matter experts and HR professionals to define clear training objectives.

Design Instructional Materials:

- Develop engaging and sustainable onboarding training for present and future staff.

Implement Training Programs:

- Coordinate with HR to successfully launch new training processes
- Apply project management principles to ensure timely and effective delivery of training programs.

Evaluate Training Effectiveness:

- Design and administer evaluation tools to measure the impact of training on employee performance and satisfaction.
- Analyze feedback and assessment data to recommend improvements for future training initiatives.

Integrate Technology in Training:

- Explore and integrate modern educational technologies to facilitate remote and in-person learning environments.
- Gain proficiency in learning management systems (LMS) and virtual training platforms.

Develop Communication Skills:

- Enhance communication skills by presenting training plans and results to different stakeholders.

Responsibilities and Tasks

Throughout the internship at Florida Eye Specialists, the instructional design intern will actively participate in a variety of activities aimed at developing, implementing, and evaluating effective training programs. The intern will tackle real-world challenges in educational design and gain experience in managing project timelines, communicating with diverse teams, and ensuring compliance with industry standards, providing a well-rounded foundation in instructional design within a healthcare and human resources context.

Deliverables

- ✓ Training Needs Assessment Report:
 - A comprehensive document outlining the findings from initial needs assessments, including identified skills gaps and recommendations for future training content.
- ✓ Training Modules and Materials:
 - A complete online training course to be used for in the HR onboarding process.
- ✓ Training Evaluation Reports:
 - Reports that analyze the effectiveness of the new online training based on participant feedback and assessment results, including suggestions for improvement.
- ✓ Technology Integration Plan:
 - A document describing the technologies implemented, such as new software tools or learning management systems, with an analysis of their impact on training efficacy.

✓ Internship e-portfolio:

- An e-portfolio which includes but is not limited to:
 - Products made during the internship
 - Internship Deliverable and Materials
 - Personal Philosophy or Personal Education/Training Philosophy
 - Professional Resume and Curriculum Vitae

Projected Timeline

Week 1: Orientation and Initial Assessment (Virtual – May 13 - 17)

- Start EME6940 Course
- Review and finalize internship contract with HR manager
- Complete initial meeting with HR manager to outline goals and objectives and get oriented to company practices, current trainings, etc.

Weeks 2-3: Training Needs Assessment (Virtual – May 20 - 31)

- Develop Needs Assessment to be sent to Clinic Managers
- Decide on desired training platform (LMS)

Weeks 4-6: Development of Training Materials (Virtual – June 3 –21)

- Send Needs Assessment to clinic Managers for response
- Develop and finalize Online HR onboarding training
- Create Needs Assessment Report Based on NA results

Weeks 7-8: Implementation of Training Programs (In Person – June 24 – July 5)

- Launch Online HR onboarding Training
- Collect feedback from onboarding training
- Revise onboarding training in response to feedback from participants
- Train HR manager in LMS in order to ensure sustainability of online training

Weeks 9-10: Evaluation of Training Effectiveness (Virtual – July 8 – 19)

- Provide reflection ePortfolio/journal and submit to Dr. Glenda Gunter at UCF, **July 19th (all deliverables must be submitted to Dr. G in EME 6940)**
- Submit digital products and deliverables to Dr. Glenda Gunter at UCF
- Provide Supervisor evaluation(s) and confirmation letter and submit to Dr. Glenda Gunter at UCF

	<i>Brittany Summerhays</i>	
Intern: [Print Name]		Date

Onsite Supervisor/Mentor: [Print Name]	Date
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Faculty Advisor: Glenda Gunter, Ph.D.	Date
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