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OLIT 596 - Internship

Internship Report

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OLIT 596: Internship

This internship was an opportunity offered to me by my current employer to dedicate part of my work load to a specific project related to my Master of Arts degree in Organizational Learning and Instructional Technology. The internship comprised a period of time of 200 hours carried out during the second half of the spring 2014 semester and originated one main product, namely, a Responsible Conduct of Research (RCR) Overview in the format of the self-guided tutorial.

Worksite: Graduate Studies – University of New Mexico

As the central graduate academic administrative unit at the University of New Mexico, Graduate Studies promotes the success of graduate students and graduate programs by providing broad oversight of program quality, managing academic policies, and administering financial support in the form of assistantships, fellowships, scholarships, grants and awards. Graduate Studies collaborates with UNM administrators, faculty, graduate students, and staff to promote the completion of degrees, to encourage best practices in graduate education, to diversify access to graduate education, and to reward graduate students and graduate faculty who set examples of excellence. Graduate Studies also provides administrative and financial support for the Graduate Resource Center (GRC), the Graduate Student Funding Initiative (GSFI), the Project for the New Mexico Graduates of Color (PNMGC), and the Teaching Assistant Resource Center (TARC).

Furthermore, Graduate Studies provides guidance for progress toward degree completion, submission of theses and dissertations, and graduation requirements. Graduate Studies processes and manages graduate assistantship contracts, reviews programs of studies and applications for
candidacy, and maintains graduate students’ academic records. Graduate Studies does not process graduate applications but it works collaboratively with Enrollment Management (which includes Admissions, Financial Aid, and the Registrar) and with departments during the admission process. Graduate Studies also collaborates with Student Health and Counseling (SHAC) to manage health care insurance for graduate students.

**Academic Integrity & Research Ethics (AIRE)**

Academic Integrity & Research Ethics (AIRE) is a campus-wide service housed and fostered in Graduate Studies and strongly supported by the Provost's Office and the Office of the Vice President for Research (OVPR). Providing services for deans, colleges, departments, chairs, staff, faculty, students and community members, AIRE is an important part of the university’s ongoing reputation as an institution of research excellence.

No research or other scholarly activity can be valued unless it has been executed under the highest standards and with the greatest attention to detail. UNM’s educational mission must be founded on integrity and virtue. Like the air we breathe, our ethical practice protects the work we do and fosters us and our institutions with academic health and well-being. Whether you want to reinforce your commitment to ethical conduct or to become aware for the first time of your obligations as a scientist, researcher, or graduate student, the AIRE program is here for you.

**Intern’s Position: Instructional Designer and Webmaster**

This position supports Graduate Studies and the Graduate Resource Center in developing and maintaining online communications, including e-mail, Facebook, Twitter; upgrading and
regularly updating these departments’ websites; and providing administrative support focused particularly upon the scheduling of orientation and training meetings and workshops for graduate students and for graduate advisors (the GSNet). It also assists Graduate Studies and the Graduate Resource Center in producing learning objects and web-based interactive instructional materials to provide both synchronous and asynchronous learning opportunities in best practices for graduate teaching, academic integrity, grant writing, research ethics, and other issues vital to graduate education.

Additionally, the position provides broad spectrum administrative, technological, and creative support for a variety of initiatives, such as the Events Bulletin, promoting academic integrity and research ethics, developing multimedia marketing and instructional materials, and managing listservs, databases, records, online submission forms, and files.

**Worksite Supervisor: Dr. William Gannon**

Dr. William Gannon, Academic Integrity and Research Ethics Director and Research Assistant Professor in the Department of Biology, was hired in 1986 in the Biology Department. Bill has served as Director of Research Compliance Services, Director of the Office of Animal Care and Compliance, chaired both institutional animal care and use committees (IACUC), and chaired the main campus IRB committee for human subjects research protections. He is a liaison between the OVPR and Conflicts of Interest committee, member of the Export Control committee. He received training in BioEthics from the Kennedy Institute of Ethics at Georgetown University and is currently enrolled in the Master's program in Philosophy at UNM in ethics. His research and teaching also focus on issues of scientific integrity and the responsible
conduct of research. Dr. Gannon has coauthored 50+ journal articles or book chapters and 19 funded research grants (3 related to professional training in ethics). He is a Biologist with expertise in mammalian behavioral ecology and conservation and his current research interests include bat acoustics, small-mammal ecology (squirrels).

Currently he focuses on ethics with his teaching, writing, and training on the responsible conduct of research. He teaches courses on research ethics: one to undergraduate students and one to professional track federally funded graduate students. He also participates in numerous seminars, workshops and guest lectures throughout the year. This includes training and mentoring undergraduates and graduate students that are from groups historically underrepresented as graduate students to become scientists through field and laboratory studies. A recent publication of his, Guidelines for the Use of Wild Mammals in Research has revised and set standards by which animals are used in field research. He works in fostering integrity in research by providing campus-wide referral to investigators or instructors that seek assistance in providing ethics training for service-oriented federal research grants.

**Product: Responsible Conduct of Research Overview Tutorial**

RCR is the process researchers and scholars conduct themselves by where their work is original, honest and well-intended. The outcomes can be trusted and may contribute to generalizable knowledge. Often RCR coincides with professional practices and regulatory compliance. It is not just doing research or using the scientific method, but doing this work well.
All professional scientists and scholars are expected to conduct themselves with integrity, honesty and in accordance with professional expectations.

This self-guided tutorial provides an overview of this topic that can be applied to both undergraduate and graduate students (please check the internship proposal for a detailed outline).

The tutorial is divided into six sections:

- Research Misconduct
- The Importance of RCR
- Federal Requirements
- RCR at UNM
- Mentoring
- Blowing the Whistle

There is a special emphasis in the twelve core subject areas identified by the University of New Mexico that should be covered in RCR instruction. These include:

- Conflict of Interest and Commitment
- Ethical Use of Human and Other Animal Subjects in Research
- Authorship and Publication
- Peer Review
- Data Acquisition, Management, Ownership, and Sharing
- Data Reproducibility
- Mentoring and Mentee Relationships
- Research Misconduct Policies
Financial Management
Whistleblower Ethics
Collaborative Research
Scientist As Responsible Member of Society

Self-evaluation

This internship offered me a very important period of practical experience in the industry relating to my field of study. This experience was extremely valuable as a means of allowing me to experience how my studies can be applied in the real world, and as work experience that can be highly attractive to potential employers. Not only was I working on my field of study, but I was also doing that in my ideal work setting, that is, a higher education institution.

Although I was fairly certain about my career path even before starting this internship, this great opportunity reinforced my strong belief on my current path. It also allowed me to gain experience in a particular field (e-learning) that I am very passionate, to enhance my network of contacts, to improve my CV, and to gain credits towards my degree.

Finally, this e-learning experience in the academic setting has not only helped me develop my skills, but also made me realize the many benefits that the effective use of technology can bring. Through this internship, I used software such as Camtasia for video editing, Articulate Studio Pro ’13 to create the tutorial, Audacity for audio editing, and Snagit for picture capture and editing. I was very fortunate to work with a knowledgeable subject matter expert, Dr. William Gannon, and I believe I was very successful in conveying his content in the form of effective instruction, as his review of my work states.
Program focus

I have always had a great interest in online/distance education and technological teaching tools and, although I started delving into this area since the beginning of my professional career, over the past two years I have acquired an increasingly strong desire to enhance education through technology. Therefore, in order to polish the skills acquired through my Master of Arts degree in Organizational Learning and Instructional Technology, this internship was a great way to continue my development as an instructional designer and an important step toward my ultimate goal: promote access to education through technology and also engage others in the passion for languages that has followed me throughout my life.

A great part of my interest for e-learning comes from my personal and professional interest in educational technology and online instruction. Being from Brazil, a country internationally known for its economic growth and diversity, I learned the importance of internet-based instruction to promote equal access opportunities and social justice. Since I became an educator, the work with online and long distance education has been a constant in my life, and I always try to be updated in the latest technologies and tools. For this reason, the internship provided me a great opportunity to focus on e-learning and to design instructional materials that can be made available to a larger audience through the use of the internet. I am happy and fulfilled to be able to contribute to other people’s education and could not be happier about concluding this internship, one of the major steps towards completing my degree.