Weekly Activity Log

Instructional Design Internship Summer 2013

Employee: Rhonda DeYoung
Manager: Larry Gray
Employee e-mail: rhonda.deyoung@ucdenver.edu

Week		Project Name	Task	Hours
Week 1	6/3/2013	New hire class	This week I participated in a new hire class with technical customer service reps. The purpose of this was to experience the New hire that I will be updating.	40.00
Week 2	6/10/2013	Learn Adobe Creative Suite CS6	I was assigned a mentor who suggested I get to know Adobe Creative Suite CS6	40.00
Week 3	6/17/2013	Learn Adobe Creative Suite CS6	Attend meetings with Instructional design team and intern lunch and learns	40.00
Week 4	6/24/2013	Create forms	Utilize Adobe InDesign and Acrobat to create interactive forms for trainers to fill out online. 7 in all	40.00
Week 5	7/1/2013	Needs Analysis	Conduct needs analysis, hold meetings with Quality and interperate data	40.00
Week 6	7/8/2013	Design	Create outline and fill in content. Research topic and gather previous training content. Storyboard the scenes	40.00
Week 7	7/15/2013	Develop	Design Captivate template and write text. Ue existing InDesign template to place content for the trainers classroom guide. Have Quality review	40.00
Week 8	7/22/2013	Develop	Do final edits and train trainers on content and training materials. Create survey and test methods	40.00
Week 9	7/29/2013	Implement and Update	Have 1 class go through and make changes as needed based on feedback	40.00
Week 10	8/5/2013	Implement	Train the rest of the people. Gather data for the Quality department	40.00
Week 11	8/12/2013	Evaluate	Go over data with Quality and discovered the training was successful	40.00
Week 12	8/19/2013	Meetings	Meet with Quality and create plan for updating training as needed and meet with mentor for final words of wisdom	40.00
			Total	480.00