



## IDS 4941 - 0160 (13155) Innovation Academy Internship

Fall 2025 - 4 Credits

INSTRUCTOR: Charlie Cummings

OFFICE LOCATION: CSE 360 EMAIL: [Charlie@ufl.edu](mailto:Charlie@ufl.edu) PHONE: 352-294-1785

OFFICE HOURS: Office hours will be held via Zoom meeting. Please email me with your availability to make an appointment.

E-LEARNING/ CANVAS WEBSITE: <http://elearning.ufl.edu>

Note: Information on this syllabus is subject to change. Adjustments & revisions will be announced in Canvas and by email.

### REQUIRED READINGS (all are posted in Canvas)

Be sure to read the first two articles before our first Professional Development Workshop and ideally before you begin your internship: **7 Strategies for a Successful IA Internship, Making the Most of your Internship, 11 Rules for Success, Amazing Career Advice for College Grads from LinkedIn's Billionaire Founder.**

### COURSE DESCRIPTION

The UF Innovation Academy Internship Experience offers students the opportunity to work on projects with organizations in the greater Gainesville community each Fall semester. Students will join interdisciplinary teams, collaborate on projects created by local businesses and non-profits, and complete other tasks as assigned by their host organizations. Internships are available with organizations at various stages of development, allowing students to apply innovative thinking across multiple sectors and gain diverse, practical experience.

Students will earn 4 credits of IDS4941, with grades based on a final report, regular reflection assignments, and evaluations from partner organizations. The final report should detail group activities, project outcomes, and skills learned. Teams should expect to work 10–20+ hours per week throughout the Fall 2025 semester and present their final report during the first week of December. This program is designed to help students develop leadership skills and solve real-world challenges through innovation.

### COURSE GOALS & OBJECTIVES

By the end of this course, students will:

- Acquire practical professional work experience
- Develop teamwork and collaboration skills
- Build networks with local entrepreneurs, business professionals, and community leaders
- Engage with individuals from a variety of backgrounds
- Explore and clarify their areas of interest
- Strengthen oral and written communication abilities
- Improve time management, personal responsibility, and accountability



## INNOVATION ACADEMY

- Identify and document their skills and strengths
- Establish connections that may lead to future employment opportunities

### PARTICIPATION

**Successful Participation in the IA Internship Experience includes:**

- Engage actively with their team
- Complete work hours assigned by Venture Partners
- Attend and participate in all three professional development workshops
- Complete all assigned readings
- Submit eight reflection assignments
- Complete the venture contract assignment
- Prepare and deliver a final report and presentation
- Receive an evaluation from their venture partner

### COURSE EVALUATION

The course requires the completion of a project(s) defined in the Venture Partner Contract. The required course components are weighted as follows:

<b>PARTICIPATION</b>	<b>30%</b>
Reflections (8)	400
Venture Contract	100
Professional Development Workshops (3)	300
<b>Venture Partner Feedback</b>	<b>30%</b>
VP Check-in	50
VP Final Evaluation	250
<b>Final Report &amp; Presentation</b>	<b>40%</b>
Final Presentation	100
Final Presentation Report	100

All late submissions are subject to an automatic 10%/day penalty.

(Please note: Regardless of the number of points earned, students will not receive a grade of “B- or above” unless they have successfully completed the Venture Contract Assignment, Final Project & Presentation, attended & actively participated in all 3 in-person classes, and have received a positive evaluation from their Venture Partner. ***Students dismissed from their internship by a Venture Partner will automatically receive a failing grade for the course.***)



## Grading Scale\*

A:	100% – 94%
A-:	<94% – 90%
B+:	<90% – 87%
B:	<87% – 84%
B-:	<84% – 80%
C+:	<80% – 77%
C:	<77% – 74%
C-:	<74% – 70%
D+:	<70% – 67%
D:	<67% – 64%
D-:	<64% – 61%
F:	<61% – 0%

\*Please note: A grade of C- does not meet the requirement for any course where a 2.0 GPA is necessary. In the Innovation Academy, all courses must be completed with at least a 2.0 GPA in the minor and a cumulative 2.0 UF GPA. For more details on UF grade policies, see: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## UF ACADEMIC POLICIES:

Requirements for class attendance and make-up exams, assignments, and other work in the course are consistent with university policies. [See UF Academic Regulations and Policies for more information regarding the University Attendance Policies.](#)

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. [See the “Get Started With the DRC” webpage on the Disability Resource Center site.](#) It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Information on current UF grading policies for assigning grade points. This may be achieved by including [a link to the University grades and grading policies.](#)

The University's Honesty Policy regarding cheating, plagiarism, etc.:

UF students are bound by The Honor Pledge which states “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [See the UF Conduct Code website for more information.](#) If you have any questions or concerns, please consult with the instructor or TAs in this class.



## In-Class Recording:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal education use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and deliver by an instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course.

A class lecture does not include lab sessions, student presentations, clinical presentation such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless, of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

## UF CAMPUS RESOURCES:

### Campus Health and Wellness Resources:

- UF Whole Gator Resources: Visit <https://one.uf.edu/whole-gator/discover> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.

### ACADEMIC RESOURCES

- *E-learning technical support:* Contact the [UF Computing Help Desk](#) at [352-392-4357](tel:352-392-4357) or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- [Career Connections Center](#): Reitz Union Suite 1300, [352-392-1601](tel:352-392-1601). Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. Call [866-281-6309](tel:866-281-6309) or email [ask@ufl.libanswers.com](mailto:ask@ufl.libanswers.com) for more information.
- [Academic Resources](#): 1317 Turlington Hall, Call [352-392-2010](tel:352-392-2010), or to make a private appointment: [352-392-6420](tel:352-392-6420). Email contact: [teaching-center@ufl.edu](mailto:teaching-center@ufl.edu). General study skills and tutoring.
- [Writing Studio](#): Daytime (9:30am-3:30pm): 2215 Turlington Hall, [352-846-1138](tel:352-846-1138) | Evening



## INNOVATION ACADEMY

*(5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.*

- Academic Complaints: Office of the Ombuds; [Visit the Complaint Portal webpage for more information.](#)
- Enrollment Management Complaints (Registrar, Financial Aid, Admissions): [View the Student Complaint Procedure webpage for more information.](#)
- UF Student Success Initiative: Visit <https://studentsuccess.ufl.edu/> for resources that support your success as a UF student.



## COURSE OUTLINE<sup>1</sup>

Always refer to due date and time and location on Canvas, this is just an outline.

<b>August 25</b>	<b>Syllabus and Canvas Quiz</b>
<b>August 27</b>	<b>Professional Development Workshop 1</b>
<b>August 29</b>	<b>Reflection 1</b>
<b>September 4</b>	<b>Venture Contract Due</b>
<b>September 12</b>	<b>Reflection 2</b>
<b>September 22</b>	<b>VP Check-in</b>
<b>September 26</b>	<b>Reflection 3</b>
<b>October 10</b>	<b>Reflection 4</b>
<b>October TBD</b>	<b>Professional Development Workshop 2</b>
<b>October 24</b>	<b>Reflection 5</b>
<b>November 7</b>	<b>Reflection 6</b>
<b>November 21</b>	<b>Reflection 7</b>
<b>December 1</b>	<b>Reflection 8</b>
<b>December 2</b>	<b>Final Presentation Due in Canvas</b>
<b>December 2</b>	<b>Final Presentation Report Due in Canvas</b>
<b>December 3</b>	<b>Professional Development Workshop 3<sup>2</sup></b>
<b>December 5</b>	<b>Venture Partner Final Evaluation</b>

<sup>1</sup>Course schedule subject to change at instructor's discretion

<sup>2</sup>Subject to format change at instructor's discretion