



# Employed on Campus 2019 Internship Case Study

Name: Amanda Scully

Year: 4

Course: International Relations



## What was your internship?

Learn Virtual Learning Environments  
Intern at the Information Services Group

## Description of your role and responsibilities

I was responsible for updating and creating training materials, primarily for students, on how to use the VLE Blackboard Learn, something almost every student uses everyday to view the content of their courses when studying at Edinburgh. When making materials I was responsible for first outlining all the current material that is already available and to find gaps on what areas students want more help and support on. Once I established what was already there, I had the task of creating new training, this included videos tutorials, like a Learn Getting Started Video for Students, PDF documents, and restructuring the Learn Service website to have a more task-based navigation.

## What interested you in this specific role?

I was interested in this role because I had previous experience that related to it and as someone who uses Learn regularly and has heard a lot of student frustrations about the service I wanted to do my part to help make using Learn a bit easier for everyone. I previously had audited materials for another university and knew how to find gaps within information that existed and I also am a Peer Learning and Support Leader, and this gave me previous experience in creating learning materials and knowing best how to make instructional content so I felt confident that I was well-suited for the role!

## How have you benefited from this experience?





I have greatly benefited from my experience within Employ.ed and I feel a greater connection to the university more than anything else. While I have loved being able to work in a professional 9-5 environment and have gained an important array of new digital and professional skills, I really feel as though this internship has given me an inside into how a large institution like the University of Edinburgh functions. It has showed me a whole new range of services and tools the university offers which not only benefited my work but has continued to benefit me during my studies and it has enriched my experience as a student because it has showed me how hard each member of staff works to make the university a better place.





**What advice would you give to future interns?**





I would definitely say to take up as many opportunities as you can over the summer and don't be afraid to ask for more work or for the option to learn new skills! Your managers want you to make the most of your internship as well so it is really easy to ask for the opportunity to attend a variety of workshops run by the Career Service or focus groups and training sessions run by a variety of departments. I attended almost every workshop and focus group I could and it was a great experience and taught me a lot more about the university and also helped me to meet and connect with other interns!

