



OPENLAB INTERNSHIP: SPRING 2024

Presented by: Corey Fortune

About the Internship Program

OPEN LAB
Internship Program

OpenLab Interns will undergo training to join the OpenLab Team. They will contribute to semester-long projects aimed at enhancing the OpenLab platform and offering assistance and engagement to the OpenLab community. This semester's projects consist of:

- Community Support
- Community Outreach Campaigns: Did You Know? Series
- ePortfolio Student Engagement through The Buzz, Tutorials, Workshops, and Swag (printed handouts/stickers)
- WordPress Theme enhancements, Development Testing, and additional theme options

How I found the Job

- <https://openlab.citytech.cuny.edu/comd4900internship/>

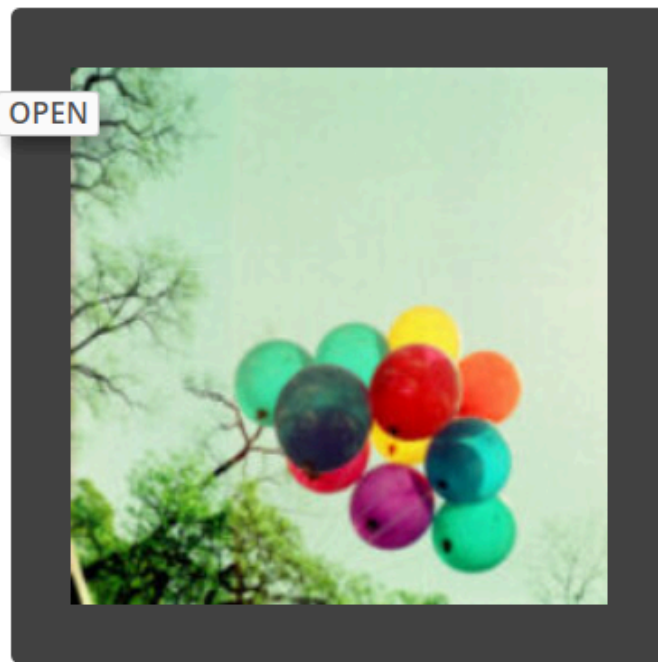
The screenshot displays the OpenLab at City Tech interface. At the top, the navigation bar includes the OpenLab logo, a search bar, and menu items for About, People, Courses, Projects, Clubs, Portfolios, Help, and My OpenLab. A user profile bar shows 'Hi, Corey fortune' and a 'Log Out' button. The main content area is titled 'COMD Communication Design Internship Coordination Site' and indicates it was last active 19 hours and 9 minutes ago. On the left, there is a course card with a blue and white graphic that says 'COM D AT CITY TECH INTERNSHIP Coordination Site'. Below the card are buttons for 'Leave Course' and 'Add to Favorites'. To the right of the card is a table with course details:


<i>This Course is OPEN.</i>	
Professor(s)	tgoetz
Department	Communication Design
Course Code	COMD4900
Semester / Year	
Course Description	This site is designed to help you find fieldwork/study situations of approximately eight hours per week at an internship site approved by the Department Internship instructor such as an advertising agency, graphic design firm, corporate design office, publications art department, photography or illustration studio, TV or multimedia production company. Students will be required to keep a learning journal of their internship in the form of a blog using Openlab. A portion of the class will be devoted to presenting and sharing experiences


On the right side of the page, there is a sidebar with a 'Visit Course Site' button and a 'Course Profile' section containing links to Activity, Announcements, Docs, File Library (with a '9' badge), Calendar, and Membership (with a '599' badge). Below this is a 'Member Portfolios' section listing 'Aaron's ePortfolio', 'Aaron Villalobos's ePortfolio', and 'Abundio Martinez's ePortfolio'.

OpenLab Internship

ACTIVE 3 DAYS, 23 HOURS AGO



 Leave Project

 Add to Favorites

This Project is OPEN.

School / Office Arts & Sciences, Professional Studies, Technology & Design


Category Community, Research, Student

Project Description This is a collaborative space for student interns working on the OpenLab Team.

Project Contacts [Jody R. Rosen](#), [Jenna Spevack](#)

Acknowledgements

This project was created by: [Jody R. Rosen](#)

[Visit Project Site](#) 

[Site Dashboard](#)

Project Profile

Activity

Announcements

Membership 12

Member Portfolios

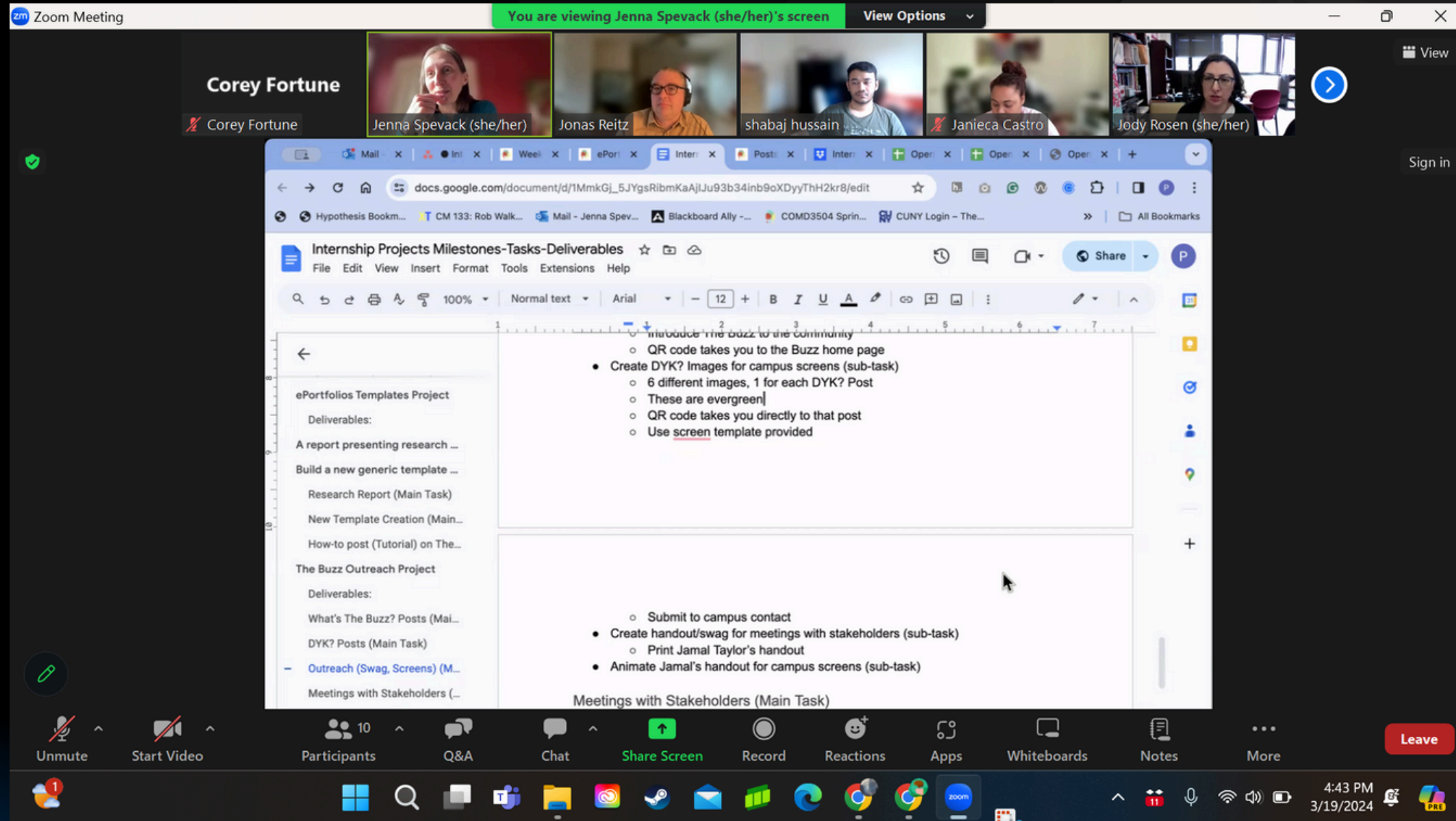
[Ashley Varon's ePortfolio](#)

[Belen Vazquez's ePortfolio](#)

[Corey fortune's ePortfolio](#)

[Darren Le's ePortfolio](#)

[Jamal Taylor's ePortfolio](#)



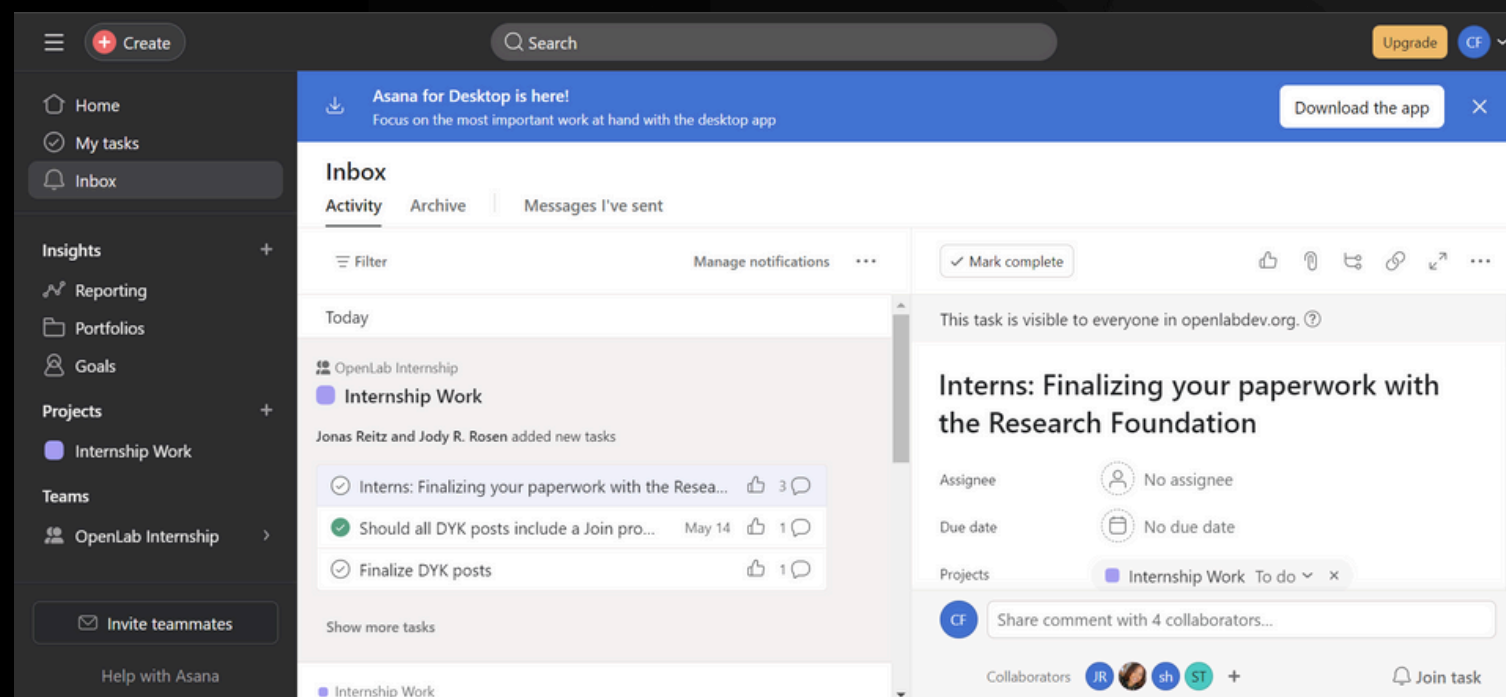
Weekly Meetings

Every week, we held a Zoom meeting with the team and collaborators to track the progress of our work.



Communication

We would be using Asana to communicate with each other. Asana is a software-as-a-service platform for team collaboration and work management. Teams can use Asana to create projects, assign tasks, set deadlines, and communicate directly within the platform. Asana has four tiers of service: Basic, Premium, Business, and Enterprise.





Create

Search

Upgrade

CF

Home

My tasks

Inbox

Insights

Reporting

Portfolios

Goals

Projects

Internship Work

Teams

OpenLab Internship

Invite teammates

Help with Asana



Asana for Desktop is here!

Focus on the most important work at hand with the desktop app

Download the app



Internship Work

Set status

BZ

CF

JR

11

Share

Customize

Overview

Board

Messages

List

Calendar

Files



Add task

Filter

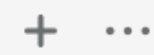
Sort

Group by

Hide



Questions 4



Resources 4



To do 3

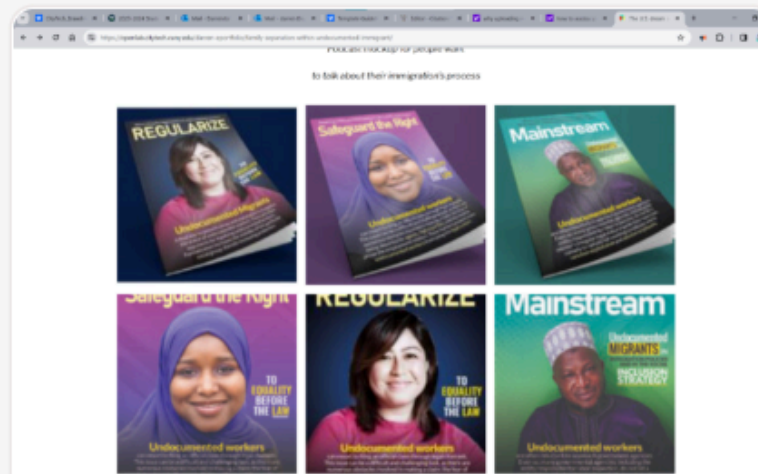


In progress 1

OpenLab dev themes addition

BZ

4



Building out EPortfolio

[User Avatar]

1

Project Overview and Links

[User Avatar]

Screens Specs and Protocols

JS

Interns: Next steps for getting paid

[User Avatar]

Interns: Please submit the following information as soon as possible so you can be paid

[User Avatar]

7

Interns: Finalizing your paperwork

finalize Th

[User Avatar]

Apr 19

Create The Buzz

Create do for next group to create cont

CF

My Role

ePortfolio Community Outreach Campaigns –
Janieca/Corey Student Engagement via The Buzz,
Campus Screens, Swag (printed handouts/stickers)
Student Support eg Tutorials, Screencasts, Workshops
Consult with the Director of the Professional
Development Center, Work with peer mentors for First
Year Programs, or for the program itself




Whats the Buzz ?

"The Buzz" on OpenLab usually involves discussions, updates, and enthusiasm regarding the platform's activities, projects, and community interactions. This may cover:

- Project Showcases
- Collaborative Initiatives
- Community Engagement
- Platform Updates
- Events and Workshop
- "The Buzz" mirrors the lively and active essence of the OpenLab City Tech community, highlighting its collaborative ethos, creativity, and dedication to education and involvement.


My Posts on the Buzz



HOME ABOUT STUDENT SPOTLIGHT RESOURCES

DYK... You can learn useful skills

Posted on MAY 11, 2024 by COREY FORTUNE



Did you know Members can quickly and easily create websites and collaboration spaces?

The OpenLab is built on the WordPress publishing platform, which powers more than 43% of sites on the internet. When using the OpenLab, you learn technical skills to help you on the job.

Here are some skills you can learn with OpenLab City Tech

Welcome to The Buzz, a dynamic space by City Tech students for City Tech students, providing valuable resources to enhance your academic journey and beyond. [Join The Buzz](#) to receive updates and to share your experiences as a City Tech student.

You can still read all the great contributions from students from years past in [The Buzz Archive](#).

SELECT A LANGUAGE

EN ^

RECENT POSTS

OPENLAB INTERNSHIPS!


Jamal Taylor's Dynamic E-Portfolio on City Tech's OpenLab

Ashley Varon's Creative and Versatile E-Portfolio

Creating Your E-Portfolio on OpenLab: A Step-by-Step Guide

Belen's E-portfolio

CATEGORIES



HOME ABOUT STUDENT SPOTLIGHT RESOURCES

Navigating the Campus Jungle: Tips for College Survival

Posted on MAY 12, 2024 by COREY FORTUNE

Here are 10 tips and ideas on how to achieve a successful college experience.

College is an exciting time with new experiences, opportunities, and challenges. While the journey may seem daunting, some strategies and tips can help students navigate this pivotal period successfully. In this blog post, we'll explore 10 college survival tips every student should know to thrive academically and personally.

Stay Organized:

Did you know that staying organized is key to managing the demands of college life? Use tools like planners, calendars, or smartphone apps to keep track of assignments, exams, and deadlines. By staying organized, you can effectively manage your time and reduce stress.

Manage Your Time Wisely:

Time management is crucial in college, where you'll juggle classes, extracurricular activities, and social commitments. Prioritize your tasks, set realistic goals, and create a schedule that allows for studying, attending classes, and leisure activities. Avoid procrastination and stay focused on your goals.

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Belen's E-portfolio


CATEGORIES



HOME ABOUT STUDENT SPOTLIGHT RESOURCES

City Tech College offers free tutoring services to all students!

Posted on MAY 12, 2024 by COREY FORTUNE



Come check out the Atrium learning Center!

Hey, City Tech students! Are you looking to boost your grades, understand challenging concepts, or simply excel in your coursework? Look no further! City Tech offers free tutoring services to support your academic journey and help you achieve your goals.

Subjects Covered:

Whether you're struggling with calculus, mastering computer programming, or perfecting your essay-writing skills, our free tutoring program has you covered.

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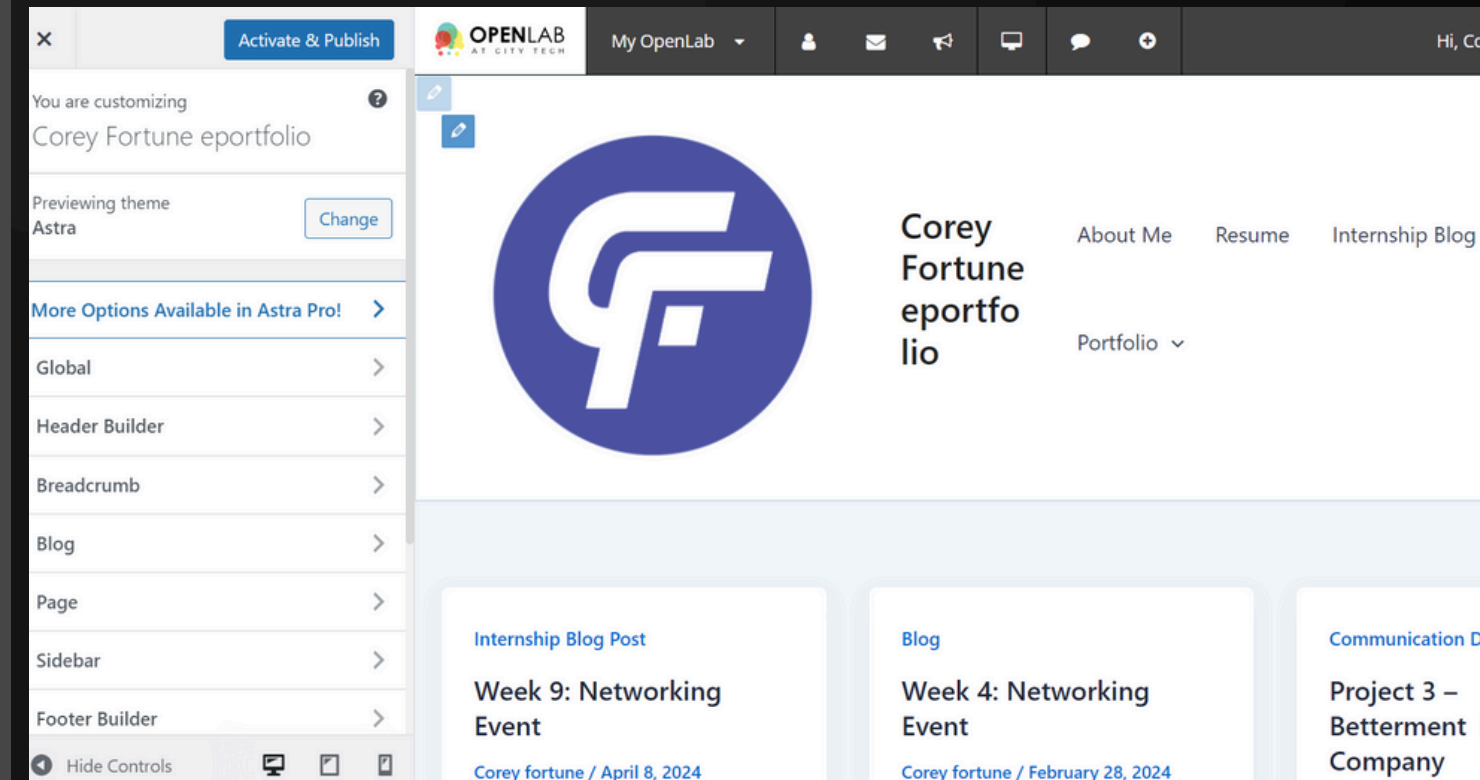
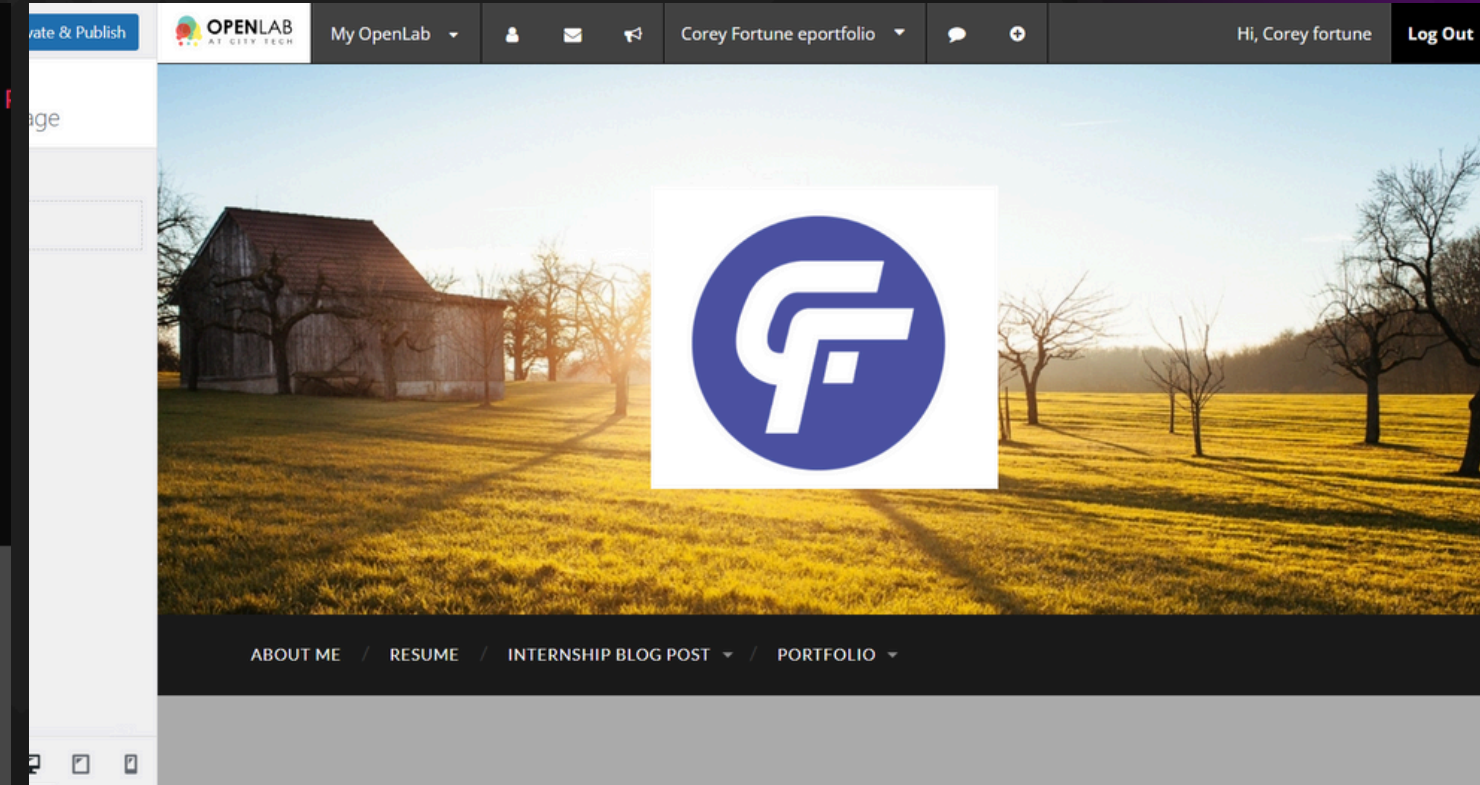
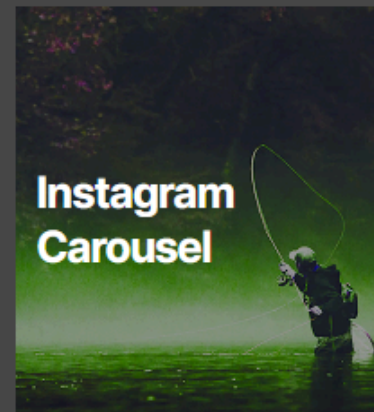
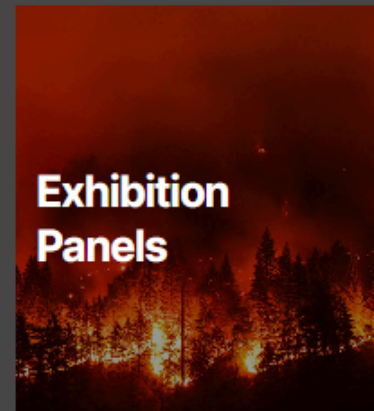
Creating Your E-Portfolio on OpenLab: A Step-by-Step Guide

Belen's E-portfolio

CATEGORIES

Announcements

Building an Eportfolio on Openlab





WORDPRESS

Word Press and Open Lab

OpenLab is built on top of WordPress, leveraging its robust CMS capabilities. This integration means that all the powerful features of WordPress are available within OpenLab, including customizable themes, plugins, and user management. Using WordPress as a foundation allows OpenLab to offer extensive customization options. Users can create personalized websites, blogs, and ePortfolios. The flexibility of WordPress ensures that OpenLab can be tailored to meet the specific needs of various educational and collaborative projects.

What I have learned

Integrating Asana and WordPress has enabled me to offer a wide range of skills and best practices in project management, content management, and digital collaboration.

Asana

- Task Creation and Assignment
- Establishing Deadlines and Prioritizing
- Implementing Structured Workflows
- Collaborating within the Team
- Tracking Time and Schedules
- Achieving Milestones and Objectives

Word Press

- Content Management
- Theme Customization:
- Plugin Utilization
- Basic Coding:
- Website Hosting
- Responsive Design and UI Design
- Social Media Integration



THANK YOU

For watching this presentation