

Internship Guidelines (C&TE 688/689)

The internship is an elective experience providing an opportunity for gaining additional competencies or applying theory in realistic settings, particularly education, industry, and business. In the best possible situations, you will be able to perform valuable services and at the same time gain an experience in professional development not possible in the classroom or in a simulation.

Internship Procedures

1. Develop a draft of the one page Internship Proposal, attach a resume, and arrange a conference with your Major Advisor. This should take place during the semester **prior** to the proposed internship.
2. You and your major advisor will discuss and decide upon:
 - a. A campus internship supervisor
 - b. Appropriate workstation
 - c. Internship proposal
 - d. Procedures for contacting workstation and gaining confirmation
3. Final copies of the Internship Proposal are then sent to the Director of Graduate Studies for approval. Upon approval, the procedures for confirmation are put into effect.
4. The campus internship supervisor will make at least one supervisory visit to the workstation to observe and confer with your immediate supervisor.
5. As an intern, you will keep a log of significant events and experiences as required by the campus internship supervisor.
6. Evaluation from your immediate supervisor is obtained at the end of the experience and taken into consideration by the campus internship supervisor in determining the final grade.
7. A minimum of 120 clock hours of work is required for the 3 semester hours of credit. This may be part-time of flex-time at the discretion of the company or institution. The course may be repeated once for a maximum of 6 semester hours. Since this is an elective course, there are no provisions for substitution or credit by examination.

Internship Advisor's Responsibility

- A. Discuss internship proposal with student.
- B. Discuss Cooperative Internship Guidelines with student.
- C. Help the student, along with the coop office, decide upon a workstation. A workstation is defined as an area in business, industry, an educational facility or any other setting providing a realistic work experience.
- D. Discuss the procedures for obtaining and confirming an internship.
- E. Decide upon a campus internship advisor.

Internship Supervisor's Responsibility

- A. Identify to the student his/her responsibilities and what will occur during the internship.
 - 1. Keep a log of experiences and significant events
 - 2. 3 semester hours = 120 clock hours
 - 3. Depending upon employer, internship may be
 - a. Part-time
 - b. Flex-time
 - 4. Intern may be paid
 - 5. S/U grade will be given
- B. Visit the student's workstation
 - 1. Observe student's work and confer with the student
 - 2. Confer with site supervisor

Internship Proposal

C&TE 688/689

A. Rationale for Internship Experience

B. Desired Location of Experience

C. Description of Experience

D. Expected Outcomes of Experience

Student Name

Major Advisor

Address

Phone Number

Director of Graduate Studies

Date of Application

Date of Final Analysis

Section # _____ Sem _____

*** Please attach a resume**

GRADUATE INTERNSHIP APPLICATION FORM

Name	Social Security No.
Present Address	Address during Internship (if known)
City State Zip	City State Zip
Phone	Phone
Age Gender Ethnic Background: <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Other	

Degree Concentration	Major Advisor	Semester Hours Completed	GPA
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Employer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Contact Person _____

Job Title _____

Starting date _____ Last day of employment _____

Number of work weeks _____ Calculated hours of work for the internship _____

Describe your weekly work schedule, in detail. Example: Monday through Friday, 40-hours per week, 8:00 a.m. till 5:00 p.m.

Hourly rate of pay _____ Wages over the term of the total internship _____

Semester Applying For: Spring Summer Fall Year 20__

Required signatures:

Major Advisor	Date
Director of	

Graduate Studies

Date

Director of
Cooperative Education

Date

Section Number

University Representative