

Department of Professional
Studies in Education

Indiana University of Pennsylvania

ETIT
Internship
Handbook

Updated January, 2021

ETIT INTERNSHIP HANDBOOK
Department of Professional Studies in
Education
Indiana University of Pennsylvania

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IDT INTERNSHIP HANDBOOK

Indiana University of Pennsylvania

I. Introduction

An internship is an optional part of the Education, Training, and Instructional Technology graduate program. Students are required to complete six-credit hours of electives and/or internship. Students can complete six credits of electives, six credits of internship or three credits of each.

The internship experience serves several purposes:

1. To provide an opportunity to put theory into practice
2. To provide for new learning opportunities
3. To provide students with the opportunity to work independently
4. To provide students with the opportunity to reflect on practice and scholarship

For the most part, ETIT students develop their own internships. ETIT students have had internships in many types of institutions, agencies and businesses. Ideas for potential internships can come from other students, the literature in instructional design & technology, class discussions, the faculty and the students' knowledge of their own community. The program faculty have contacts and suggestions for internship sites for students who are not sure how or where to develop an internship.

Internships in the IDT program are intended to give students the opportunity to gain practical experience working in a variety of fields. Students are expected to make connections between their internship activities and their academic program. The projects usually center around one or more activities that allow the student to contribute to the organization as well as learn from the experience. Some of the different types of internship projects in which students have engaged include developing education and training programs, teaching workshops or courses, assisting with administration of a program, conducting needs assessments, evaluations, or other programmatic research, developing marketing strategies and materials, building interagency networks and designing new programs.

II. Requirements for Internships

The internship is optional for IDT students. Students can complete a three or six-credit hour internship. For students opting to do an internship, the requirements for the internship are listed below.

1. The internship is a theory-to-practice exercise in which students apply what they have learned in classes to real-world situations.
2. The student must register for the internship by scheduling ACE 698 Internship in Instructional Design and Technology, for either three or six credits. ACE 698 is offered every semester.
3. All internship sites must be approved by the internship coordinator and all sites must have an approved Affiliation Agreement with IUP.
4. Each student is required to prepare an internship contract that must be approved by the internship coordinator prior to beginning the internship.
5. Each student must complete a minimum of 120 hours of “time-on-task” for a three-credit internship and 240 hours for a six-credit internship. This is consistent with IUP policy which mandates that each credit hour of internship is equal to 40 hours of time on the internship.
6. Each student must submit a final report of their internship activity as described in section VI, Internship Final Report.

7. Each student must have an evaluation form submitted by the internship site supervisor to the internship coordinator.

Life is not always predictable. Sometimes things don't go as planned during the internship. Sometimes the site supervisor changes, the organization changes its priorities or the student may have difficulties. Any number of things can happen that will cause the internship to go off course. If it becomes evident that there will be changes in the internship, the student should contact the internship coordinator as soon as possible. Some changes will not substantially impact the outcome of the internship and so will not result in changes to the internship contract. If changes to the contract are necessary, then the student, the internship coordinator, and the site supervisor should meet to discuss the contract and how it needs to be changed.

III. Registration and Grading

Students should consult with their academic advisor prior to registering for the internship. Although the student is not required to complete the internship project in the same semester in which they register for ACE 698, the registration for ACE 698 should make sense in the overall completion of the student's program of study.

Since the completion of the internship does not usually coincide with the term in which students register for internship, a grade of "L" is typically given for ACE 698. A grade of "L" signifies that the work for the internship cannot be completed during the regular time frame of the semester. Upon submission of the final report by the student, the faculty internship coordinator will submit a grade for the internship.

If a student does not complete the internship the "L" grades will eventually default into an "F." This occurs at the end of one year from the date the student was registered for ACE 698. For example, if a student registered for ACE 698 during the summer semester, but did not complete the internship project prior to the end of the term, the instructor would submit an "L" grade for that student. That grade would convert to an "F" at the end of the summer semester of the next year. As long as the student is making satisfactory progress toward the completion of their internship and degree, the instructor will extend the "L" so that it does not convert to an "F." If the student is not making satisfactory progress, the instructor will not extend the "L" and it will be converted into an "F" grade.

IV. Internship Process

The steps for successfully completing an internship are described below. Please keep in mind that each student and internship experience are unique. These steps are intended to be a guide to help students complete their internships as expeditiously as possible. Students should consult with their academic advisor or the internship coordinator to discuss deviations from these steps and other individual differences for each internship project.

1. Talk with your academic advisor – In the initial planning meeting, and on other occasions as needed, students should discuss the internship process and ideas for internships with their

academic advisor. It is usually helpful if students are aware of how the internship process works early in the program. In addition, it is useful to begin thinking about ideas for internships early in the program as well.

2. Research potential internship sites – It is important to know something about the agencies and organizations in which internships can be done. Students should prepare for an internship by learning about potential internship site organizations.
3. Contact potential internship sites – Students should contact the organization when they are ready to talk about a potential internship. The information contained in Appendix A: Information for Internship Site Supervisors may be of help at this stage. This material may be duplicated, or Site Supervisors Information Packets are available from the internship coordinator. In some cases, a special letter can be sent to the internship site by the internship coordinator.
4. Affiliation Agreement – IUP requires that all internship sites be approved by the university and that an Affiliation Agreement between IUP and the site must be signed by both a representative of the internship site and IUP. Students may not begin the internship until the Affiliation Agreement has been signed.
5. Register for ACE 698 in the appropriate semester – Keep in mind that the internship project does not have to coincide with the semesters in which ACE 698 is scheduled.
6. Acquire approval of your internship idea from the internship coordinator – Contact the internship coordinator to seek approval for your internship idea prior to investing time and energy in the project.
7. Submit an internship contract to the internship coordinator – The contract must be approved by the internship coordinator prior to the student proceeding with the internship. The contract is discussed more fully in the section V, Internship Contract; also see Appendix B: Sample Internship Contract.

8. Complete the internship project and keep a Log of activities – The student is now ready to complete the internship project. The student must keep a log of the internship activities (see Appendix C: Sample Internship Log).

9. Submit the final report – Each student must submit a comprehensive report of the internship project. Due to the variety of internship projects, the format and contents of the final reports will vary.

10. Get evaluated – Make sure that the site supervisor follows up by submitting the evaluation form to the internship coordinator (see Appendix E: Internship Evaluation Form).

V. Internship Contract

The primary purpose of the internship contract is to make as explicit as possible what will be done during the internship, what will be learned during the internship and how that learning will be demonstrated. A learning contract consists of the parts described below. For an example see Appendix B: Sample Internship Contract.

1. Student Information

- a. Student's name
- b. Banner ID number (eight-digit number beginning with the @ sign)
- c. Student's address
- d. Work phone
- e. Home phone
- f. Fax
- g. E-mail address

2. Internship Site Information

- a. Name of site supervisor
- b. Site supervisor title
- c. Name of organization
- d. Organization address
- e. Phone number
- f. Fax
- g. Site supervisor's e-mail address

3. Dates

In this section, identify the starting and ending dates of the internship as precisely as possible. If it is not possible to identify starting and ending dates, at least state the months in which the internship project will begin and end.

4. Description of Proposed Activity

In this section, briefly describe the proposed internship project. Be as specific as possible, identifying the activities as well as any tangible products that may result from the internship.

5. New Learning

In this section, describe what will be learned during the internship. This should be new learning that the student will acquire as a result of doing the internship project.

6. Internship Activities

- a. Goals and objectives – In this section, identify the goals and objectives which will be accomplished during the internship. Usually a goal is a broad statement that describes a general area of activity. Objectives are more specific statements that address a part of the goal. Usually, a goal will be divided into several objectives. Also, each objective for the internship must be related to an activity as well as a learning outcome.
- b. Activities – For each objective, describe what you will do to meet that objective. An internship activity may meet more than one objective. The description of each activity should be as detailed as possible.
- c. Documentation of learning – Describe what you will submit to demonstrate that each objective has been met. The purpose of this section is to provide proof or evidence that all objectives have been met. There are a number of ways that objectives can be demonstrated. For example, students may develop tangible products such as a curriculum for a course, a plan for a workshop, handbooks, web pages, etc. Also, there may be other evidence of accomplishments such as letters, memos or evaluations from people involved in the internship. Another way to demonstrate learning is to include a description of what has been learned in the log or other sections of the final report.
- d. Signature Block – Provide a space for signatures and dates for the intern, the site supervisor and the internship coordinator.

VI. Final Report

The composition of the final report will vary depending on the type of internship and what projects were undertaken on the internship. The final report should be put together as the internship progresses, not at the end of the internship. This will make it possible to collect information as it becomes available and avoid a mad scramble to find everything at the end of the project.

The Internship Log

This is a diary of the internship activities. It serves two purposes:

- 1) The log is a way to document that the hours required for the internship have been fulfilled
- 2) The log lists the activities that have been completed during the internship

Each entry of the log should consist of the date, the number of hours devoted to the activity and a brief description of what was done on that day. For an example, see Appendix C: Sample Internship Log.

Appendix A

Internship Program

Information for Site Supervisors

Department of Professional Studies in Education
Indiana University of Pennsylvania

About the IDT Program

The IDT track in the Master of Arts in Adult and Community Education (ACE) is an intensive 30 semester hour program which provides a balance of academic preparation, individual research and practical field experience. Topics covered in the courses include history and philosophy of instructional design, technology, learning, program planning and evaluation, teaching methods, organizational theory, leadership and management, research skills, and current issues and trends in the field. The program has both a thesis and non-thesis option.

About the Internship

The purpose of the internship is to help students acquire new learning through practical application of material learned in classes.

The internship is an optional part of the IDT curriculum. Students may opt to complete a three or six-credit internship consisting of 120 or 240 hours of time-on-task respectively. These hours may consist of preparation time, training time, and any other activities directly related to completing the internship.

Site Supervisor Responsibilities

Site supervisors have several responsibilities. These include signing the Affiliation Agreement, helping the student develop and signing the Internship Contract, monitoring the student's progress on the internship, and completing the Site Supervisor Feedback Form upon completion of the internship.

Affiliation Agreement: IUP requires that an Affiliation Agreement be signed by a representative of the agency at which the internship will take place. This agreement must be signed by the agency and IUP before the student can begin their internship. If the site supervisor is not the appropriate person in the agency to sign the form, then the site supervisor should forward the Affiliation Agreement to the appropriate person. The Affiliation will be sent to the

site supervisor by the faculty internship coordinator. Processing of the Affiliation Agreement may be concurrent with development of the Internship Contract.

Internship Contract: Each student is required to complete an internship contract prior to the start of the internship activities. The contract is a document in which the activities that will take place on the internship are identified and described. The contract is organized with the following sections:

1. Goals and objectives which identify what the student will do.
2. Strategies which detail how the student will complete each of the goals and objectives.
3. The evidence of learning that the student will submit to demonstrate that they completed the goals and objectives of the internship.

Monitor Student Progress: One of the primary responsibilities of the site supervisor is to supervise the student during the internship. This involves staying in touch with the student on a regular basis, monitoring progress on the internship projects, providing assistance to the student as needed, and making information and resources available to the student as needed. The site supervisor should consult with the faculty internship coordinator as needed during the internship.

Site Supervisor Feedback Form: The last responsibility of the site supervisor is to evaluate the performance of the student on the internship. A form is provided for this purpose. The form should be completed and returned to the internship coordinator when the internship project has been completed. Of course, the site supervisor may talk with the student intern or contact the IUP Internship Coordinator at any time.

Responsibilities of the Student Intern

The primary responsibility of the intern is to engage in new learning through the practical experience of completing the internship. A secondary responsibility is to provide the host organization with the benefit of the student's professional knowledge and experience. Since most IDT students bring a professional background to the internship, they have many skills that may benefit the host organization. In addition, it is expected that interns will act professionally and carry out their duties in a responsible manner including obeying all rules and regulations of the host organization.

Responsibilities of the Faculty Internship Coordinator

The internship coordinator has several responsibilities. First, the internship coordinator works with students to help them develop ideas for internships and fit the internship experience into their overall academic program. Second, the internship coordinator must approve the internship

contract along with the site supervisor and the student. Third, the internship coordinator will assist the student and the site supervisor during the course of the internship as needed. Fourth, the internship coordinator reviews and approves the final internship project submitted by the student. Last, the internship coordinator assigns a grade for the internship based on the final report, the evaluation of the site supervisor and the internship coordinator's observation of the student during the internship.

For more information or questions, please contact:

Dr. Jacqueline M. McGinty
ETIT Internship Coordinator
Professional Studies in Education
Davis Hall
Indiana University of Pennsylvania
Indiana, Pa. 15705
Email: jmcginty@iup.edu
Phone: 724-357-2400

Appendix B
Sample Internship Contract
Instructional Design & Technology
Indiana University of Pennsylvania

1. Student Information

- a. Name: _____
- b. Banner ID: _____
- c. Address: _____

- d. Work Phone: _____
- e. Home Phone: _____
- f. Fax: _____
- g. E-Mail: _____
- h. Semester and Year Registering for Internship Credit: _____
- i. Three of Six Credit Internship: ___ Three Credits (120 hours)
 ___ Six Credits (240 hours)

2. Internship Site Information

- a. Name of Site Supervisor: _____
- b. Site Supervisor Title: _____
- c. Name of organization: _____
- d. Organization's address: _____

- e. Organization Phone Number: _____

f. Organization fax: _____

g. Site Supervisor E-mail address: _____

3. Date of Internship

Example:

The internship project(s) will commence at the end of February 2020 and is expected to culminate at the end of August 2020.

4. Description of Proposed Activity

Example:

The project will focus on developing a customized job training (CJT) grant to train employees of eastern Clearfield county private manufacturing businesses.

Once these businesses have been identified, each will be invited to meet with PSU staff to assess and discuss employee training and skill needs. Upon establishing a consortium of interested manufacturing partners who have described their particular training and other needs, concentration will be given to building a series of PSU educational opportunities to meet those identified needs. The CJT grant will be organized to show a legitimate need to fund training opportunities for partners of the consortium.

5. New Learning

Example:

As a result of this internship, I will have a basic understanding of the operation of a university continuing education department. While I have assisted in grant writing in my current position with the Agency on Aging in Clearfield, I have no experience writing grants for higher education entities. Therefore, assisting in the customized job training grant application process will be new and extremely beneficial in determining future career choices.

6. Internship Activities

Example:

The purpose of this internship is to gain insight into the basic operation of the University Continuing Education, to participate in the research of training and educational needs, to develop a customized job training grant and to experience collaboration with private manufacturing businesses. The overall goal is to examine continuing education and training as possible career choices.

Objective One: To identify private industry manufacturers in eastern Clearfield county

Activity:

- a. Utilize and examine inventories of current manufacturing businesses in eastern Clearfield county

- b. Research and pinpoint manufacturers not on the inventory list

Evidence of Learning:

- a. Database of eastern Clearfield county manufacturers

Objective Two: To organize a meeting of manufacturers and PSU staff to estimate their training needs, form a consortium of interested partners and encourage utilization of PSU's training and education options

Activities:

- a. Compose and deliver invitations for businesses to meet with PSU staff
- b. Plan and implement informational meeting
- c. Establish consortium of interested partners
- d. Develop and execute an assessment tool
- e. Assess and identify specific training and educational needs of each partner
- f. Review recommendations of training and educational options with partners
- g. Identify and recommend PSU's most appropriate training and education options

Evidence of Learning:

- a. Sample letter of invitation
- b. Summary of planning process and meeting agenda
- c. Consortium register
- d. Assessment tool
- e. Summary of assessment results
- f. Summary of recommended options

Objective Four: Examine and describe the relationship between the university's continuing education department and the local community.

Activity:

- a. Interview key PSU Continuing Education staff

Evidence of Learning:

- a. Summary of interview with PSU staff

7. Signatures

The signatures below attest that this IDT Internship Contract has been reviewed and activities to be performed by the student have been approved by all parties.

Student: _____ **Date:** _____

Site Supervisor: _____ **Date:** _____

Internship Advisor: _____ **Date:** _____

Appendix C Sample Internship Log

March 10, 2015	Talked with ----- to further discuss my topic for developing an educational program. We decided on developing the topic of long-term care insurance.	0.5 hrs
March 11, 2015	Talked to ----- of the Priority Care Office at LAH to discuss her vision the educational plan	1.0 hrs
April 13, 2015	Attended Health Maintenance/ Well Adult Screening Task Force meeting	2.5 hrs
April 22, 2015	Attended meeting Task Force presentation to the community leaders in Norvelt	3.0 hrs
April 23, 2015	Called the American Cancer Society for literature for the HealthFest	0.5 hr
May 3, 2015	Spoke to -----, United Seniors Health Cooperative at 202-434-2277; Spoke with -----	0.5 hr
May 3, 2015	Called AARP for literature on long-term care planning options at 202-434-2277; Spoke with Janet Wells	0.5 hr
May 3, 2015	Called Area Agency on Aging for literature on their services	0.5 hr
May 6, 2015	Wrote memo to WCCC Nursing Coordinator asking for student volunteers	0.5 hr
May 17, 2015	Spoke to Nursing class regarding volunteerism and the HealthFest project	0.5 hr
May 26, 2015	Spoke with representative from the Appraise program	0.5 hr
May 27, 2015	Met with ----- from the Appraise program	1.5 hrs
May 28, 2015	Spoke with -----, Coordinator of the Appraise Program	1.0 hrs
June 2, 2015	Spoke with ----- to clarify several points about the project	0.5 hr
June 3, 2015	Spoke with Priority Director at Latrobe Area Hospital regarding my project. This program will be shared between the departments.	1.0 hrs

Appendix D
Record of Internship
Department of Adult and Community Education

This form will be used to enter information about your internship into the data base maintained by the department.

A. Student Information

Student name: _____

Dates of internship: _____

Organization where internship took place:

Organization name: _____

Address: _____

Phone number: _____

Name of site supervisor: _____

B. Institution Type (please check one)

- | | |
|--|--|
| <input type="checkbox"/> Adult Basic/ Literacy Education | <input type="checkbox"/> Higher Education |
| <input type="checkbox"/> Business & Industry | <input type="checkbox"/> K-12 Education |
| <input type="checkbox"/> Government | <input type="checkbox"/> Religious Organization |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Social Service/Community Agencies |
| <input type="checkbox"/> Other: _____ | |

C. Type of Internship Activity (check all that apply)

- Administrative and Policy/Procedure Development
- Curriculum/Instructional Development
- PR/ Marketing
- Program/Event Planning
- Research (needs assessment, program evaluation, etc.)
- Teaching/Training/Tutoring
- Publications
- Other: _____

D. Brief description of internship project (Print below and use back of page if needed)

Appendix E
Site Supervisor Feedback Form
 Internship in Instructional Design & Technology
 Indiana University of Pennsylvania

Please Print

Student Intern: _____

Place of Internship: _____

Site Supervisor: _____

Please respond to the following items. Circle only one response for each item.

- | | | | | | |
|--|--------------|---------------|---------|---------------|-----------|
| 1. What is the quality of work of the student intern? | Unacceptable | Below Average | Average | Above Average | Excellent |
| 2. How professional did the student intern behave? | Unacceptable | Below Average | Average | Above Average | Excellent |
| 3. What is the level of the contribution of the student intern to your organization? | Unacceptable | Below Average | Average | Above Average | Excellent |
| 4. What is your overall assessment of the student intern's performance? | Unacceptable | Below Average | Average | Above Average | Excellent |

5. Additional comments (use the back or attach additional pages as needed):

 Site Supervisor's Signature

 Date

Please sign and return this form to: Dr. Jacqueline McGinty, Internship Coordinator,
 Department of Professional Studies in Education, 303 Davis Hall, 570 South 11th St., Indiana
 University of Pennsylvania, Indiana, Pa. 15705.
 Phone: 724-357-2400; Fax: 724-357-2691; E-mail: jmcginty@iup.edu