

Graduate Internship Guidelines

Instructional Technology Degree and Certification Programs

Department of Media, Communication and Technology
at East Stroudsburg University
and the
Department of Instructional Technology
at Kutztown University

Created May 28, 2002
Revised June 6, 2002
Revised June 8, 2005

Internship Handbook Table of Contents

Topic	Page
Degree Programs of the Department	3
General Information about the Internship	3
Internship Objective	3
Application Process	3
Internship Requirements	4
Meeting Requirements	4
Internship Procedures	4
Questions by the Intern for Planning the Internship Semester	4
Interview	4-5
During the Internship	5
Agency Visitation	5
Forms <ul style="list-style-type: none"> • Internship Application • Non-Classroom Credits Sample 	6-7 8
Appendices <ul style="list-style-type: none"> • MCOM 585 Course Description, Objectives, and Outline • Instructional Technology Programs Requirements • Letter of Eligibility 	9 10 11

INSTRUCTIONAL TECHNOLOGY DEGREE AND CERTIFICATION PROGRAMS

The joint degree and/or certification prepares students as Instructional Technologists for positions in the education and business/industry fields. These programs integrate a strong hands-on approach with a theoretical basis to give students a firm understanding of the subject matter.

GENERAL INFORMATION ABOUT THE INTERNSHIP

The Instructional Technology graduate internship is 3 credits. This represents part of the minimum of 33 credits for the degree, or 24 credits and/or compliance with state standards for certification needed to complete the respective program's requirements. The internship is a culmination experience. Internship candidates should complete the degree coursework or have complied with the certification standards prior to the internship.

The student and their academic advisor plan the internship experience. Additionally, each student will design and develop a portfolio that is representative of the activities and experiences of their internship. This portfolio must be presented to their advisor within two weeks after the completion of the internship. Requests for an extension of time must be submitted in writing, and requests for extensions should only be considered due to extenuating circumstances. Prior to enrolling in the internship, candidates:

- must either satisfy degree and/or certification program requirements or have written permission from their advisor,
- must have their programmatic portfolio approved, and
- may not have an incomplete in the major.

INTERNSHIP OBJECTIVE

The objective of the Internship is to give the student experiences in a professional setting where the competencies the student has gained through course work can be applied and further developed.

APPLICATION PROCESS

The Internship experience is a 4-stage process. When an Instructional Technology major completes sufficient credits, they must notify the department faculty advisor of their application for internship. The advisor will evaluate the student's qualifications. The second step in the process is to actually find an Internship. The third stage is to submit an internship application form to the advisor. Application forms may be obtained from either the advisor, the front desk area, or copied from the form in this packet. The advisor will review the application and decide on approval. The fourth step is after internship is approved. A letter of agreement is exchanged between the faculty coordinator of internship and the agency internship representative. The Intern may begin their internship.

INTERNSHIP REQUIREMENTS

- A. 90 hours of internship experience is required.
- B. The student prepares a weekly log which outlines the activities that were undertaken each week. The log is to be appropriately prepared and submitted weekly. It should have a professional appearance and be signed by the agency internship supervisor. The log should be mailed at the end of each week to the faculty coordinator of internship.
- C. The student is to design, develop, and submit a portfolio. The format and appearance of the portfolio are given in the PORTFOLIO DEVELOPMENT GUIDELINES document.
- D. Every intern will be visited on-site by a department faculty supervisor.
- E. Near the end of the internship, the faculty coordinator of internship will send an evaluation form to the agency supervisor. The agency supervisor must complete and return the evaluation before the internship is considered completed.

MEETING REQUIREMENTS

- A. Two on-campus meetings are designed to provide students the opportunity to formally share their internship experiences with other interns and/or faculty.
- B. There are to be presentations showing results of the internship to the East Stroudsburg University faculty member. There could be oral or written reports, media produced, etc., depending upon the student's experience and the faculty member's requirements.
- C. The intern will receive a letter from the faculty coordinator of internship which will list the on-campus meeting dates and assignments for the semester. Coordination with the intern and faculty for mutual agreed upon dates and times will be attempted.
- D. The on-campus meetings are considered to be an integral part of the internship experience and attendance is mandatory.

INTERNSHIP PROCEDURES

In planning for an internship, students are advised to discuss career goals, qualifications and potential internships with their academic advisor and department faculty. Students are discouraged from considering internships in fields where they have little or no preparation. In most cases, students should have completed courses in the area in which they plan to intern.

- A. The student initiates contact with an agency in education or business/industry to explore internship possibilities. The student is expected to inform the agency of their particular interests for the internship as well as the university requirements. Discussion with a potential agency should include an understanding of the specific types of experiences the intern will have at the agency.
- B. The student prepares an INTERNSHIP APPLICATION and submits it to their academic advisor. The advisor will determine the student's eligibility. After approving the application, the advisor may seek the approval by the department.
- C. The East Stroudsburg University internship supervisor prepares a letter of agreement for the participating agency to sign before the beginning of the internship experience. The signed letter must be returned before the internship is official.
- D. When the intern receives notice that the internship is approved, they must register for internship by completing a REQUEST FOR NON-CLASSROOM CREDIT card. This card requires multiple signatures and should be completed promptly.
- E. No credit will be granted to interns for time served before registration is completed and fees are paid. All business office and financial aid accounts must be in order.

QUESTIONS BY THE INTERN FOR PLANNING THE INTERNSHIP SEMESTER

Several general questions prospective interns might ask of themselves are:

- What do I want to learn from this experience?
- What qualities am I looking for in a sponsor?
- At what type of agency can I learn the most?
- Do I have a range of experiences appropriate for a K-12 certification and/or utilization?*

THE INTERVIEW

During the interview with the sponsor some suggested issues to discuss are:

- Your objectives for the internship period
- The prospective sponsor's objectives for an intern
- Current activities and priorities of the prospective agency and the role the intern might have
- Your specific strengths and experiences and how you might contribute to the agency
- Logistics, money, office/working space near the Sponsor(s), secretarial support, traveling, housing, moving, and support by the agency. i.e. materials, computer software, etc.*

*Adapted with permission from the American Council on Education Fellows Handbook, 1990-91, Center for Leadership Development, pages 6-8, 17-19. EC/93

THE INTERVIEW (continued)

One of the most important factors in selecting an agency is the Sponsor. Devote substantial time and effort during the interview to understand the prospective sponsor's attitudes about interns, interest in serving as a sponsor, and their willingness to allot the necessary time and resources to your internship experience.

DURING THE INTERNSHIP

At times, the intern may experience frustration with the pace and degree of their substantive involvement in the daily operation of the agency. This varies enormously as some interns may find themselves in the middle of things very quickly, but often there is an initial period of relative inactivity. Make good use of this time by meeting a wide variety of people and inquire about/read as much as you can about the agency.

Here are several other hints to ease your transition into your placement:

- Schedule regular meetings with Sponsors to discuss specific questions, issues, or concerns you may have.
- Build relationships with members of the staff. It is likely that they will have tremendous amounts of information and can be very helpful.
- Accept and seek projects which utilize your skills and help you acquire new skills. Incremental progress is much better than a gigantic leap that backfires.
- Study the organizational structure and learn the names of people in each position as soon as possible.
- Make use of the interns network to share information, secure advice, and handle problems.
- Confidentiality and trust once broken is difficult or sometimes impossible to reestablish.*

AGENCY VISITATION

The East Stroudsburg University faculty coordinator of intership will visit each student intern at their internship location. He/she will visit the intern at least once during the period of the internship. Additional visits may be required and will be arranged if deemed necessary.

The purpose of this visit is to:

- a) assess the progress of each student,
- b) establish a relationship between the agency and the faculty coordinator of intership, and
- c) clarify any question the intern and/or his/her agency supervisor might have.

To accomplish this, the faculty coordinator of intership expects each intern and agency supervisor to arrange the following:

- a) a tour of the major agency facilities
- b) a private conference with the intern
- c) a private conference with the agency supervisor
- d) a combined conference with both the intern and his/her supervisor
- e) observations of the program / other agency highlights that the intern and agency supervisor believe to be important
- f) any other information deemed important

Each visit will last approximately 1–2 hours. The faculty coordinator of intership will arrange his/her visits in advance. It is the responsibility of the student intern to arrange with his/her agency supervisor a block of time for the intended visit. During the visit, the intern should also be prepared to discuss his/her progress.

*Adapted with permission from the American Council on Education Fellows Handbook, 1990-91, Center for Leadership Development, pages 6-8, 17-19. EC/93

MCOM 585 Media, Communication and Technology Internship Application

Parts A, C, D and E of this application and the permission to enroll card are to be completed by you. After completion, meet with your advisor for review. Your advisor will then complete part B of this form. If your application is approved a letter of agreement between East Stroudsburg University's Department of Media, Communication and Technology and the internship agency will be sent to complete the arrangements.

You cannot begin your internship before you have completed registration and the agreement letter is signed and returned to East Stroudsburg University.

Register for MCOM 585 Internship (3 credits)

Part A

Name _____

ESU Address _____

ESU Phone _____

Student ID #: _____

Address while interning: _____

Phone _____

Internship starting date _____

Internship completion date _____

Daily work hours _____

Part C: Internship Agency

Name _____

Address _____

Phone _____ Fax _____ Email _____

Supervisor's name _____

Part B

To be completed by advisor:

MCOM Grade Average _____

Incompletes in major _____

ESU Grade Average _____

Signature _____

Date _____

Part D

1. Briefly describe the agency where you are proposing to intern by describing the type of agency, number of employees and years of operation.

2. Give background information of your proposed supervisor such as education, experience, and years with the agency.

3. Give succinct directions as how to get from East Stroudsburg University to where you would be interning, the estimated travel time, parking instructions, and visitor registration, if any.

Contract sent _____

Contract received _____

Part E (Please attach to this application.)

On a separate sheet of paper prepare a detailed typewritten paragraph job description of your internship that the internship agency has developed for you. This description must be professional in appearance and correctly typed, with no spelling or grammatical errors. It will be sent to the agency supervisor and should be a reflection of your best writing abilities.

On a second page prepare a typewritten paragraph describing the qualifications that you possess for applying for this internship.

Request For Non-Classroom Credits Form

Below is a sample of the Request For Non-Classroom Credits card which must be submitted in order to register for the internship. The card must be completed and signed by the intern and submitted with the Internship Application to the academic advisor.

REQUEST FOR NON-CLASSROOM CREDITS

NAME: _____ SS# _____ - ____ - _____
 Last First Middle

SEMESTER & YEAR	SECTION NUMBER (LEAVE BLANK)	SUBJECT AREA	COURSE NUMBER	COURSE TITLE	CREDITS
-----------------	---------------------------------	--------------	---------------	--------------	---------

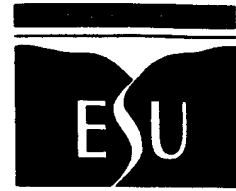
This card is to be used for courses listed in the college catalog with the following numbers:

- | | |
|--|------------------------------------|
| 484 Environmental Studies Field Experiences & Internship | 571 Independent Research Problems |
| 485 Independent Study | 572 Thesis I |
| 486 Field Experiences | 573 Thesis II |
| | 577 Independent Study |
| | 586 Field Experiences & Internship |

INSTRUCTIONS

- Obtain the following signatures: a. Advisor, b. Instructor, c. Chairperson. NOTE: The Dean's signature is required if the Instructors supervision of the non-classroom activity results in overload pay for the academic year.
- Submit the card to the Registrar's Office.
- NOTE: This card must be submitted to the Registrar's Office prior to the beginning of the sixth day of classes in a semester or session. Approval may not be granted if submitted after the fifth day of classes.

_____ Signature of Advisor	_____ Date	_____ Signature of Dean	_____ Date
_____ Signature of Instructor	_____ Date	_____ Signature of Student	_____ Date
_____ Signature of Chairperson <i>M4.NONCLCDr.WPS</i>	_____ Date		



DEPARTMENT OF MEDIA, COMMUNICATION AND TECHNOLOGY

570- 422-3737 (Telephone)

570-422-3876 (FAX)

MCOM 585 Internship (3:0:0)

Course Description

Students will work in an environment that provides professional experiences related to the student's field of interest and study. The students will be jointly supervised by an external non-department member media professional and [a] faculty [member] of the Media, Communication and Technology Department. The student will observe, experience, perform appropriate department assigned instructional technology tasks, and document the activities of an instructional technology and/or training media professional.

Prerequisite

Required foundation and major courses, approval of the faculty.

Course Objectives

Upon completion of this course students will be able to:

1. Function as a professional in an instructional technology and/or training setting.
2. Apply instructional technology and/or training systems to learning/communication situations.
3. Demonstrate effective interpersonal communication skills.
4. Plan, prepare, and execute technology in-service programs.

Course Outline

The students will:

1. Perform a minimum of 90 hours of service in an instructional technology and/or training setting under the joint supervision of [both] a instructional technology professional and Media, Communication and Technology faculty member.
2. Maintain and submit a journal [portfolio] of activities and observations.
3. Become involved with diverse audiences in instructional and training activities related to the utilization and integration of instructional technology.
4. Attend a minimum of two meetings with the Media, Communication and Technology faculty.
5. Plan a technology in-service activity relative to an educational setting.

**Master of Education Degree in Instructional Technology
Instructional Technology Specialist Certification
East Stroudsburg University and Kutztown University Joint Program**

Name _____ Date Accepted into Program _____ Date of Planned Graduation _____

List of courses is for the Master of Education Degree in Instructional Technology (33 credits). Courses denoted with an * are required for Instructional Technology Specialist Certification (24 credits).

East Stroudsburg University

Kutztown University

I. Required Foundation Courses - 6 credits

Course #	Course Title	Course #	Course Title	Credits	Semester
*MCOM 520	Selection and Utilization of Instructional Media	*ITC 514	Instructional Technology		
*ELED 570	Introduction to Research	*EDU 500	Methods of Educational Research		

II. Required Major Courses - 12 credits

MCOM 510	Computers in Education	*ITC 520	Instructional Design and Technology		
MCOM 532	Digital Photography and Still Images	*ITC 525	Microcomputers for Educators		
MCOM 534	Video Production	*ITC 526	Organization and Administration of Instructional Technology Programs		
MCOM 536	Internet for Educators	ITC 536	Telecomputing and the Internet for Educators		
MCOM 538	Desktop Publishing for Educators				
MCOM 540	Multimedia for Educators				
MCOM 545	Interactive media				
* MCOM 526	Organization and Administration of Instructional Technology Programs	ITC 526	Organization and Administration of Instructional Technology Programs		

III. Electives – 6 credits for degree, 3 credits for certification (from the following or advisor approved related course work)

MCOM 501	Current Applications	ITC 425	Computer Networks for Educators		
		ITC 435	Distance Learning for the K-12 Educator		
		ITC 515	Word Processing and Desktop Publishing in Education		
		*ITC 527	Integrating Instructional Technology into the K-12 Classroom		
		ITC 533	Hypermedia: A Tool for the Educator		
		ITC 547	Selected Topics in Audiovisual Communications		
		ITC 550	Multimedia for Educators		
		ITC 553	Development of Projected Digital Resources		
PSED 516	Learner and Learning Process	PSY 565	Theories of Learning		

IV. Required Capstone Courses - 9 credits for degree; 3 credits for certification

Option A					
MCOM 580	Research Project I	ITC 570	Research Project I		
MCOM 581	Research Project II	ITC 571	Research Project II		
*MCOM 585	Internship	*ITC 590	Internship/Practicum		
Option B					
*MCOM 585	Internship	*ITC 590	Internship/Practicum		
MCOM 589	Thesis	ITC 503	Thesis		

*A required course.

Revised 10/22/02EC

Advisor _____

Application for Candidacy submitted _____

Letter of Eligibility

Some internship agencies may require certification of a student's eligibility for internship. The following letter is available to all qualified students. If a student wishes to have a letter sent they may contact their advisor, department chairperson or internship supervisor and provide the name and address of the person to whom the letter should be sent.

[Date]

[Heading for address of Sponsor of Intern]

Dear Internship Coordinator:

This is to certify that _____ is a student enrolled in the [degree and /or certification] program of the Media, Communication and Technology at East Stroudsburg University. [She/He] has fulfilled the necessary requirements to be eligible for internship. Internship is a requirement of all students in the program. Enclosed you will find a copy of the Internship Guidelines which contains the course requirements for Internship.

If you have any questions regarding the Internship experience, please call me at 570-422-3646

Sincerely,

enclosure

mw/94
Revised 6-04-02