

# APPLICATION FOR EDUCATIONAL STUDIES INTERNSHIP

## For Students Planning Internship May 2019 through April 2020

### APPLICATION TIMELINE and REQUIREMENTS

**Sept. 20, 2018, 6:15-7 pm** Educational Studies Internship Informational Meeting  
*Location: Education bay, Kehrl.*

**DUE by Nov. 15, 5:00 p.m.** **Internship Application Due** to Mrs. Willoughby in EDC bay.

Submit pages 3, 4, 5, 6, and Letter of Introduction and Resume. Materials will be evaluated by EDC department at a regular department meeting.

#### **Following approval - By arrangement**

Meeting with Mrs. Kathy Paul, Placement Coordinator or faculty sponsor to discuss possible internship placements – places you have found or would like her help finding.

Placement program must be approved as an internship site by EDC department. Student advisor is invited to attend meeting.

#### **At least Two Months prior to Internship**

Interview arranged and conducted with potential placement site supervisor.

#### **Following a successful interview**

Internship plan (hours, location, and goals) must be approved by the placement site supervisor, faculty sponsor, student's advisor, and Education Department chair.

Student must find an internship and work closely with the faculty sponsor to develop specific expectations, assignments, and deadlines.

**Registration for EDC 470** Obtain and complete the practicum proposal forms from the Registrar's Office. This includes providing a typed proposal and a resume to your faculty sponsor. Once the internship placement has been secured, the Practicum Supervisor's Expectations Form must be completed.

#### **Note**

You will need to comply with all policies related to working in the particular internship placement site, e.g. fingerprinting, DHS clearance, TB tests, etc. The EDC will need proof of compliance on file BEFORE you may begin the internship.

## **Internship Guidelines**

Course Description: EDC 470 Internship in Educational Studies (5 credits)

Prerequisites: 12 credits in EDC, including EDC 100 and 120 *or* EDC 130 and 103 and at least 3 credits of upper-level EDC credits: Junior standing; Permission.

Application of educational concepts, skills, and theory, through participation in work setting related to student's learning objectives and long-term goals. Supervision by faculty and sponsoring organization. Includes substantive reflection assignment. (Grades A-E)

An Educational Studies Internship must meet at least the following guidelines:

- Appropriately addresses the student's educational and program goals, supporting the identified concentration of the major or identified areas of interest in a minor.
- Includes 180 hours minimum field experience in appropriate blocks of time that allow for continuous learning and experience in the field, usually 30-40 hours per week for about 6 weeks, or part-time work experience of 15-20 hours per week for about 13 weeks.
- Includes appropriate site supervision, mentoring, and evaluation in a program approved by the EDC department
- Requires student intern to work with a faculty sponsor to identify appropriate assignments and deadlines. All internships require a substantial reflective component. Internships usually require: Setting learning objectives, Log to document work experience, Reflection and Self-evaluation, Internship Supervisor's Evaluation. Other assignments and expectations may be developed as appropriate.

### **Application Materials Checklist:**

Please provide the following application materials:

- Information and Preferences sheet
- Signature Sheet
- Course Sheets
- Professional Documents:
  - Letter of Introduction - outlining interests and aspirations and goals for internship (to be shared with potential supervisor)
  - Resume (to be shared with potential supervisor)

Details in packet



**EDUCATIONAL STUDIES INTERNSHIP APPLICATION**  
**SIGNATURE SHEET**

I have completed all the application materials for the Educational Studies Internship Application and have spoken with my advisor about my internship plans.

Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACADEMIC ADVISOR**

Name \_\_\_\_\_

Advisors are invited to attend the Education Department meeting at which a student internship application is reviewed.

Yes, I would like to attend meeting                       No, I do not wish to attend meeting

Comments / Recommendation:

I have reviewed the Educational Studies Internship Application with my advisee.

Academic Advisor:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Internship Sponsor:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

EDC Department Course Advisor (if Sponsor is outside EDC):

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_





**EDUCATIONAL STUDIES INTERNSHIP APPLICATION**  
**PROFESSIONAL DOCUMENTS**

**A. Letter of Introduction**

Write a letter of introduction to potential internship supervisors, outlining your interests and aspirations and your goals for internship. This letter should be no longer than one page. Write concisely. Give examples. Highlight the skills and experiences that you will bring to the internship placement site. Since your resume will be attached, you don't need to repeat all the details. This must be professionally written - your materials must be reviewed by the Writing Center.

Suggestions for the including in the letter:

- Clear statement of the kind of internship experience you are applying for. Include the kinds of experiences you hope to have, but leave it as open as possible so that your application appeals to as many appropriate placements as possible.
- Clear statement of your academic and/or career aspirations and goals (again, broadly stated) and how the kind of internship experience you are applying for will help you move towards that goal
- Clear statement of your academic program – majors, minors, areas of concentration.
- Clear summary of your relevant experiences – classroom placements, other teaching or other work experience, volunteer experiences.
- Clear statement of your commitment to the internship and a statement about what benefits you will bring to the placement site.

For this application, write a concise, general letter. Save the document. Take it to the Writing Center and get a an approval form (with your resume.) This letter may be sent, with your resume, to potential site supervisors. You may adapt it yourself for future use.

Include the Letter of Introduction with your Application to the Internship.

## **B. Resume**

Your resume should be no longer than one sheet, if possible (may be 2 sided.) Write concisely. Use indenting and empty space to highlight the most important information. Focus on things directly related to your preparation for your internship and future professional goals.

Your resume should include the following:

- Full name
  
- Campus address, phone, e-mail
  
- Home address, phone, (e-mail if different)
  
- Goals  
Write one or two sentences stating what you hope to accomplish or learn during the internship
  
- Education  
Include major(s), minor(s), date of expected graduation.  
Include high school attended and graduation date.  
Include special programs if relevant.
  
- Field Experiences
  
- Employment  
Include jobs you have held noting name of company/organization, supervisor, duties, and dates of employment
  
- References  
Include name, title, address, and phone number for 2 or 3 people who have known you for several years and/or have seen you working in a similar field to that of the internship, or can vouch for you as an employee.

Your resume may include research you have conducted, honors, special achievements, etc. Select these carefully; include only things specifically related to contributions you will be able to make to the internship workplace. Include high school activities and honors only if exceptional.

After you have written your resume, save the document. Take it to the Writing Center and get a signed approval form (together with the letter of introduction.) This resume may be sent, with your letter of introduction, to potential site supervisors. You may adapt it yourself for future use.

Include the Resume with your Application to the Internship.