The purpose of the internship experience is to give you the opportunity to obtain hands-on professional experience based on your career expectations and your coursework experiences in the MA in Educational Studies program. The details of the course are as follows:

- The course is offered for 3 credits, and the grade is Satisfactory/Unsatisfactory.

- I should have a copy of these documents on file:
  - A 1-2 page proposal that explains why you chose the site, what your duties will be, what you expect to learn, and how this knowledge will further your professional and personal goals.
  - An email or document from your site supervisor in which he/she agrees to monitor your work.

- We will meet together every 2 weeks for no more than 2 hours. The purpose of these meeting is to share experiences as a group. You must attend all meetings (there are not many of them), or make special arrangements with me if something unforeseen arises so that we can meet together.
  - Day and time: Mon 10-11:30
  - Dates: Feb 17, March 10, March 31, and April 14
  - Room 1214

- Expectations for your field experience and course requirements:
  - **Estimate** of 10-12 hours per week at the site. Can vary depending on responsibilities, needs of site, etc.
  - Submission of weekly summary in which you answer questions like the ones below (the questions will become the basis for class discussions at the twice monthly sessions). The weekly summary should be posted as a Word document in your Drop Box on our CTools site. Summaries are due by 9am on Mondays. In the header please include your name and the week that you are summarizing (e.g., Percy Bates; Summary for the week of May 7th etc.)
    - Questions:
• What were your main duties this week?
• What was your most satisfying/rewarding accomplishment?
• What incident gave you pause/puzzled you/made you lay awake at night, etc. What steps will you take to resolve this issue?
• How were your duties connected to what you are learning in your classes this term (or not)?
• Other questions that you would like to pose and answer.

o “Final” will be a 5-7 page paper that summarized the internship experience and what you learned from it. The basis for the paper will likely be your journal entries in summary form along with a reflection about the experiences you have had. Post the paper in Assignments folder; paper is due June 25th.

o I also need a letter from your site supervisor in which he/she provides an evaluation of your work.