

Utah State University
Masters in Instructional Leadership: Higher Education/Student Affairs
Internship in Higher Education/Student Affairs
TEAL 6880
Fall 2018

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Overview

An integral part of the program of studies for graduate students in the Masters in Instructional Leadership: Higher Education/Student Affairs program is participation in a professional internship. The internship provides students with a unique field learning experience to: 1) apply course work to real life situations; 2) work with a mentor/professional colleague; and 3) refine or reconstruct ideas and theories.

A very important component of this field learning experience is for students to have the opportunity to help design their internship experiences. A learning plan, developed with significant input from the student and prepared in advance of the actual internship, will serve to guide the learning goals, activities, experiences, projects, and learning outcomes of the internship. This learning plan will serve as a blueprint for the student and the mentor/professional colleague.

Course Goals

1. To provide graduate students a field experience to work with a mentor/professional colleague in professional educational setting that offers new and additional learning opportunities.
2. To provide graduate students the opportunity to explore and design a learning experience in a professional setting that is based on their own interests and professional goals.
3. To encourage graduate students to apply course work, theory, and research interest that they have learned through participation in the doctoral program.
4. To engage graduate students in reflective practice relating to their own professional development and internship experiences.

Course Requirements

1. Complete 150 total clock hours of internship service and related assignments.
2. Develop an internship learning plan that describes the goals, activities, projects, and outcomes.
3. Interview a knowledgeable professional about the area or field related to your internship.
4. Complete assigned reflective learning activities related to the internship learning plan.
5. Participate in three discussion sessions.
6. Complete evaluation requirements associated with the completion of the internship.

Course Requirements: Expanded Description

1. The 150 clock hours are intended to be inclusive of all activities associated with the internship. Students should fully utilize the available time to render internship service, professional readings, associated writing activities, and reflective practice. Because this internship is based on both time and learning activities, students are required to document their internship hours.
2. Students will develop an internship learning plan to serve as a blueprint for the internship experience. This plan is to be completed before beginning the internship and is to be agreed upon by the student, mentor/ professional colleague, and the university instructor. The elements of the plan are provided in a common format that will guide the learning activities of the internship. While there are common components for the internship, it is intended that each student will select field-related learning opportunities that are closely tied with the student's professional interests and goals. When designing the internship, students should consider related course work, professional experience, an ideal mentor/professional colleague to work with, specific projects, theories and or instructional models that may be consistent with a professional field experience.
3. In order to bring an additional perspective to your internship, please identify someone with knowledge and experience in the area or field that you are working in that will agree to be interviewed. The purpose of the interview is to help expand or provide an additional perspective for a certain area of interest. Please inform the interviewee of the purpose and that the highest level of professionalism will be followed. Students should develop the interview questions and associated protocol to conduct this interview. Please be aware of sensitive personnel or related issues that may arise and try to avoid them. A two to three-page summary of the interview will be submitted, along with the interview questions and protocol, at the completion of this assignment.
4. The most critical outcome of the internship will be what students learn by participating in this field experience. Therefore, deep and regular reflection by the student about their internship experience is key in facilitating this learning. Students are encouraged, but not required, to keep a personal journal about their internship experience. Recording and reflecting on the experiences of the internship will help students to evaluate their

interests, goals, and ideas for future learning and consideration. Every three weeks, students will be asked to email the instructor an update on their internship. These email summaries (a total of five throughout the semester) should be concise and no more than one page in length. At the conclusion of the internship, a written summary will also be submitted. This final summary should be no more than five pages in length and should report on: 1) the learning activities that the student engaged in; 2) possible opportunities for further research or action; and 3) an overview of what the student learned from the internship experience.

5. Discussion Sessions Schedule

Session 1: (Date TBD)

- Set dates for two additional meetings.
- Internship orientation
- Discuss internship plans and progress.

Session 2: (Date TBD)

- Updates on internship and discussion of current internship issues.

Session 3: (Date TBD)

- Final debriefing on internship and discussion about internship experience.

6. Evaluation requirements will include verification that the mentor/professional colleague participated with the student and all of the requirements of the learning plan were completed.

Grading

Listed below are the point values for each of the course requirements:

<u>Requirement</u>	<u>Points</u>	<u>Due Date</u>
Internship Plan completed and submitted on time	25	TBD
Internship Tri-weekly Summaries	100	TBD
Professional Interview	50	TBD
Final Summary Paper	125	TBD
Internship Completion Verification	25	TBD
Discussion Sessions (3 @ 25 points each)	75	TBD
Total Points	400	