

**Master of Education in Curriculum and Instruction
(MED)**

EDUC 591

Graduate Internship Packet

**This packet contains the forms you
will need for your internship:**

- 1. Graduate Internship Information Sheet**
- 2. Graduate Internship Application**
- 3. Employer/Intern Agreement**
- 4. Sample Work Log**
- 5. Internship Evaluation**

Ferris State University
College of Education & Human Services
School of Education

**Master of Education in Curriculum and Instruction (MED) or
Master of Science Career and Technical Education
EDUC/ECTE 591
Graduate Internship Information Sheet**

EDUC/ECTE 591 is a supervised work internship in an appropriate setting. The intern will be required to create a portfolio. One credit of EDUC/ECTE 591 equals 66 clock hours. During the semester that you are enrolled for EDUC/ECTE 591, a FSU internship supervisor will be assigned to visit your internship site and discuss your progress. (Variable credit, 1-3 semester hours)

Internship Guidelines:

The internship should allow the student to:

1. Acquire and/or update skills/competencies,
2. Apply and critique (analyze) theoretical concepts/ideas.

Generally, Internships may NOT include:

1. Hours worked prior to registering for EDUC/ECTE 591,
2. Experiences that are part of consulting work,
3. Experiences that are part of your regular job description,
4. Experiences that are carried out during your regular work hours,
5. Experiences that occur at your regular worksite.

Internship Approval Process:

1. Complete the Graduate Internship Application. Meet with the Graduate Internship Coordinator to turn in application and discuss proposed internship site and appropriate learning objectives.
2. Return completed and signed Employer/Intern Agreement to the Graduate Internship Coordinator for approval.
3. Upon approval of the Employer/Intern Agreement by the Graduate Internship Coordinator, the student may register for EDUC/ECTE 591.

Internship Evaluation:

A final grade for EDUC/ECTE 591 will be based on the following:

- a. achievement of learning objectives
- b. quality of work logs and journal
- c. preliminary and/or final evaluations by on-site supervisor
- d. evaluation by FSU internship supervisor
- e. over-all quality of portfolio materials.

Ferris State University
College of Education & Human Services
School of Education

**Master of Education in Curriculum and Instruction (MED)
EDUC/ECTE 591
Graduate Internship Application**

Date: _____

Name: _____ SID #: _____

Address: _____
(Street City State Zip)

Phone Number: (_____) _____ E-Mail Address: _____

Major: _____ Minor: _____

Semester Requesting internship: Fall _____ Spring _____ Summer _____

Number Credits Seeking: _____ I wish to register for ___ EDUC 591 ___ ECTE 591
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Present Employer: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Company/Agency Name

Employer Address: \_\_\_\_\_  
Street City State Zip

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
~~~~~

List potential internship site(s), including business addresses, phone numbers and e-mail:
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the goals and learning objectives that you expect to complete during your internship: (attach a job description if available)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



The intern agrees to:

1. Work toward achievement of agreed upon learning objectives.
2. Provide FSU internship supervisor with a work schedule of internship hours.
3. Periodically, as determined by the FSU internship supervisor, submit work logs that describe learning objectives/activities and document work hours.
4. Provide the internship on-site supervisor with Internship Evaluation form(s), as determined by the FSU internship supervisor, and return completed evaluation(s) to the FSU internship supervisor.
5. Create and maintain a portfolio throughout the internship experience. The portfolio should include:
  - a. A daily/weekly journal of observations and reflections about your experience.
  - b. Work logs.
  - c. Internship evaluations.
  - d. Documents, manuals, papers, projects, etc., when appropriate, that reflect achievement of learning objectives.
  - e. A final paper summarizing your observations, reflections, and achievements during your internship experience.

Please provide the following information regarding the internship site:

Employer: \_\_\_\_\_ On-Site Supervisor \_\_\_\_\_  
Agency/Company Name

Employer Address: \_\_\_\_\_  
Street City State Zip

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

WE THE UNDERSIGNED hereby agree to the terms and conditions of this agreement:

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Internship On-site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for \_\_\_\_ (#) credits for \_\_\_\_\_ for \_\_\_\_ EDUC 591 \_\_\_\_ ECTE 591  
Semester / Year

**Return this form to:**

Graduate Internship Coordinator  
Ferris State University  
School of Education – Bishop 421  
1349 Cramer Circle  
Big Rapids, MI 49307  
Phone: 231/ 591-3511  
Fax: 231/ 591-2043

**Master of Science in Career and Technical Education (MSCTE)**

**ECTE 591  
WORK LOG**

**Intern Name** \_\_\_\_\_ **Employer/Agency:** \_\_\_\_\_

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**Monday**

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**Tuesday**

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**Wednesday**

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**Thursday**

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**Friday**

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**Saturday**

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**Other comments:**

**Week of :** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

**Cumulative Hours:** \_\_\_\_\_

Ferris State University  
 Master of Science in Career and Technical Education  
**ECTE 591**  
**MSCTE Internship Evaluation**

Check one:

\_\_\_Preliminary Evaluation

\_\_\_Final Evaluation

**INTERN NAME** \_\_\_\_\_

Please give your opinion about the progress and achievement of the intern.

Directions: Place an "X" in the box which best describes the intern.

**Part I - Rating**

**1. Communication Skills:**

|                                    | Not observed | Unacceptable | Needs Improvement | Average | Good | Excellent |
|------------------------------------|--------------|--------------|-------------------|---------|------|-----------|
| a. Effective verbal communication  |              |              |                   |         |      |           |
| b. Effective written communication |              |              |                   |         |      |           |

**Comments:**

**2. Occupational Knowledge, Skills and Ability:**

Progress on or achievement of learning objectives/assigned tasks.

(Objectives to be listed by intern: Use key words to identify. List complete objectives on back.)

|    | Not observed | Unacceptable | Needs Improvement | Average | Good | Excellent |
|----|--------------|--------------|-------------------|---------|------|-----------|
| a. |              |              |                   |         |      |           |
| b. |              |              |                   |         |      |           |
| c. |              |              |                   |         |      |           |
| d. |              |              |                   |         |      |           |
| e. |              |              |                   |         |      |           |
| f. |              |              |                   |         |      |           |

**Comments:**

**3. Personal/Professional Characteristics:**

|                                       | Not observed | Unacceptable | Needs Improvement | Average | Good | Excellent |
|---------------------------------------|--------------|--------------|-------------------|---------|------|-----------|
| a. Initiative                         |              |              |                   |         |      |           |
| b. Dependability                      |              |              |                   |         |      |           |
| c. Professional Dedication            |              |              |                   |         |      |           |
| d. Response to Constructive Criticism |              |              |                   |         |      |           |
| e. Enthusiasm                         |              |              |                   |         |      |           |

**Comments:**

## Part II - Additional Remarks/Comments

Employer/Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Return evaluation form to:

Ferris State University  
School of Education  
Bishop 421  
1349 Cramer Circle  
Big Rapids, MI 49307

INTERN: List complete learning objectives from Employer/Intern Agreement.

a.

b.

c.

d.

e.