

EDUC/ECTE 591

Graduate Internship Packet

**This packet contains the forms
required for the internship**

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

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

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, an FSU internship supervisor will be assigned to visit the internship site, discuss your progress, and review work logs, journal, and evaluations. (Variable credit, 1-3 semester hours).

Internship Guidelines:

The internship should allow the student to:

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

Generally, Internships may NOT include:

1. Hours worked before 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. Meet with your advisor to discuss the proposed internship site and appropriate learning objectives.
2. Complete Graduate Internship Application, return to the Graduate Program Coordinator.
3. Upon approval of the Application and Employer/Intern Agreement by the Graduate Program Coordinator, the student will be registered for EDUC/ECTE 591 by the department.

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. overall quality of portfolio materials

Graduate Internship Application			
Date:			
Name:		Student No.	
Address:			
Phone #		Email:	
Degree Program			

Semester Requesting Internship?	Fall		Spring		Summer	
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Number of Credits Seeking?		I wish to register for		EDUC 591		ECTE 591
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Present Employer:		Supervisor's Name	
Employer Address:			
Phone Number:		Email Address:	

List Potential Internship Sites including business addresses, phone numbers, and email:

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

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Employer/Intern Agreement

I,		agree to work with	
	Intern		Company/ Agency

In the position of		beginning on		and ending on	
			date		date

<p>The employer/on-site supervisor agrees to:</p> <ol style="list-style-type: none"> 1. Submit evaluation(s) of the intern’s performance. 2. Notify the intern’s FSU internship supervisor of any conflicts or conditions which could result in early termination of the internship experience and agree to discuss reasons for the termination with the intern’s FSU internship supervisor. The employer reserves the right to terminate the internship when the intern violates the terms and conditions of this agreement. The intern and the University reserve the right to terminate the internship at any time the employer may violate the terms of this agreement. 3. Provide a work setting and location in which the intern may achieve the following learning objectives: (to be completed by the intern)

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	
(Company/ Agency)			
Employer Address:			
(Street/ City State Zip)			
Phone		Email	

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

Intern:	Date:
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Employer/Agency Representative:		Date:	
Internship On-Site Supervisor:		Date:	
Ferris State University School of Education Representative:		Date:	
Approved for	Credit(s) for	for	EDUC 591
	Semester/ Year		ECTE 591

Return this form to the Graduate Program Coordinator
 amykavanaugh@ferris.edu
 School of Education – Bishop 421
 1349 Cramer Circle
 Big Rapids, MI 49307
 Phone: 231/ 591-3511
 Fax: 231/ 591-2043

Ferris State University
Master of Education in Curriculum and Instruction (MED)
Master of Science in Career and Technical Education (MSCTE)
EDUC/ ECTE 591
Worklog

Intern Name:		Employer/Agency	
Day of Week	Activities		Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Comments:			
Week of:			
Total Hours:			
Cumulative Hours:			

Ferris State University
Master of Education in Curriculum and Instruction (MED)
Master of Science in Career and Technical Education (MSCTE)
EDUC/ECTE 591
Internship Evaluation

Intern Name:		Check One:	Preliminary Evaluation	
			Final Evaluation	

Directions:

Please rate the progress and achievement of the intern by placing an X in the box that best describes the intern's demonstrated traits:

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 keywords to identify. List complete objectives at the end of the document.)

Objective:	Not Observed	Unacceptable	Needs Improvement	Average	Good	Excellent
Comments:						

3. Personal/Professional Characteristics:

	Not Observed	Unacceptable	Needs Improvement	Average	Good	Excellent
A. Initiative						
B. Dependability						
C. Professional dedication						
D. Enthusiasm						
Comments:						

Part II

Additional Remarks/ Comments:

Employer/ Evaluator Signature:	Date:

Return evaluation form to your assigned university internship supervisor
 Ferris State University, School of Education,
 Bishop 421
 1349 Cramer Circle
 Big Rapids, MI 49307

INTERN: List the learning objectives from the employer/intern agreement that were completed during the internship period:

a.
b.
c.
d.
e.
f.