

Internship in Instructional Technology Guide

**School of Education
Department of Curriculum and Instruction**

Instructional Technology Unit

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Introduction

As part of the School of Education, the Instructional Technology Unit within the Department of Curriculum and Instruction subscribes to the proposal that our students become **Professional Educators - Catalysts for Change**. As such our students are expected to perform as professional educators as they complete their internship. The conceptual framework for the School of Education provides a detailed description of the development of students within the Instructional Technology Unit, which includes candidates seeking licensure as School Media Coordinators and Instructional Technology Coordinators, as well as candidates pursuing careers in the business and industry sector.

As is set forth in the framework, the Master of Science in Instructional Technology Program is designed to provide students with the basic theories, practices, and principles in the field of Instructional Technology and for candidates to effectively address the needs of diverse learners, use a variety of assessment techniques, reflect upon their practice to improve educational environments and their practice as professionals, and to incorporate the use of technology in educational environments and in their professional work. The internship is an integral part of the candidate's experience within the program. The purpose of the internship is to provide candidates with experiences which will help them integrate the theoretical and practical information and knowledge gained during their course work. Toward this end students will be placed in internship positions which most closely reflect their professional goals.

The internship is extremely important because candidates gain first hand experience with the type of working environment in which they hope to operate as a professional. Since the program provides for candidates with varying professional goals, placement settings will include public schools, businesses, and other types of organizations which require the services of professionals within the field.

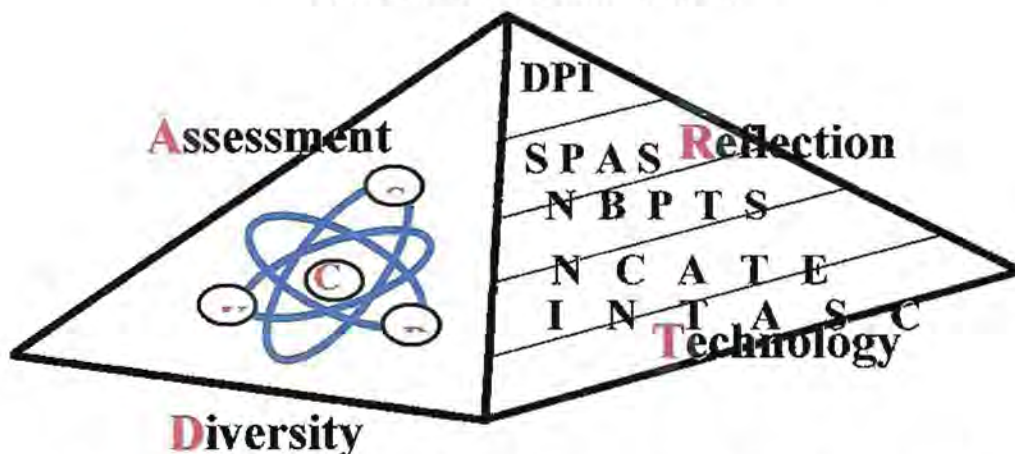
The supervision of the internship experience will include a site supervisor and a university supervisor. The site supervisor will be an individual who monitors the day to day activities of the intern. This individual may be another instructional technologist, or media coordinator. Where no instructional technologist or media coordinator is available, a manager or administrator who would normally evaluate the performance of the media specialist or instructional technologist will act as the site supervisor. The university supervisor will consult with the site supervisor and the intern. Since some candidates are at a distance and complete their internship where they live, the consultation may take a variety of forms, such as but not limited to: site visits; email; telephone; and web conferences.

The purpose of this handbook is to provide the guidance and information about the procedures and requirements for individuals to successfully complete INST 790, Internship in Instructional Technology. All aspects of the interuship are included in order to facilitate a successful experience for all parties.

Conceptual Framework

North Carolina A & T State University

Professional Education Programs Conceptual Framework Model



Professional Educator: Catalyst for Learning

C = Candidates ▪ **K** = Knowledge ▪ **S** = Skills ▪ **D** = Dispositions

DART = Diversity ▪ Assessment ▪ Reflection ▪ Technology

The Professional Education Programs' Foundation:

DPI = Department of Public Instruction ▪ SPAS = Specialty Area Standards

NBPTS = National Board of Professional Teaching Standards

NCATE = National Council for Accreditation of Teacher Education

INTASC = Interstate New Teacher Assessment and Support Consortium

Requirements for Internship

Students wishing to enroll in the Internship must meet the following requirements:

- ◆ be enrolled in the Master's of Science in Instructional Technology Program at North Carolina A & T State University,
- ◆ completed all core courses,
- ◆ must have no more than nine (9) hours remaining in the plan of study to include the three (3) hours required for INST 790, Internship in Instructional Technology during the semester in which they intend to complete the internship, and
- ◆ must complete the appropriate forms as defined by the timelines in this handbook,
- ◆ must meet the deadline for application as set by the *Office of Student Teaching and Internships* (late applications will NOT be accepted).

Requirements for Site Supervisor

Individuals who act as a site supervisor must meet the following requirements:

- ◆ agree to supervise the student completing the internship, and
- ◆ hold the position of an instructional technologist, media coordinator, instructional designer, or similar position or be the individual who normally supervises the individuals who hold such positions within the organization.

Requirements for University Supervisor

Individuals acting as the University Supervisor must meet the following requirements:

- ◆ possess a doctorate in an appropriate field,
- ◆ be full-time or adjunct faculty at North Carolina Agricultural and Technical State University, and
- ◆ hold a position within the Instructional Technology Unit.

Placement of Interns

Public School Placements

Individuals wishing to obtain State Licensure must complete their internships in a public school setting appropriate to their desired area of licensure. In the event an individual is seeking more than one available licensure area, the placement can be in any one appropriate licensure area.

Media Specialists (076)

Individuals seeking licensure and employment as Media Specialists will be placed in public schools within areas where media specialists function. When possible, candidates will complete the internship hours under the supervision of a school or district media coordinator. In the event that there is no placement with a current media specialist, the candidate will be placed in a position in which they will carry out the duties of a media specialist for their internship hours and the school or district administrator will act as the site supervisor.

Instructional Technologists Coordinators (077)

Individuals seeking licensure and employment will be placed in public schools within areas where Instructional Technology Coordinators (077) function. Candidates will be assigned a site supervisor who is a school or district Instructional Technology Coordinator. In the event that there is no placement with a current Instructional Technology Coordinator, the candidate will be placed in a position in which she/he will carry out the duties of an Instructional Technology Coordinator and the school or district administrator will act as the site supervisor.

Business and Industry Placements

Individuals whose professional goals include working in business and industry will be placed in a setting which enables them to design training, conduct training, or provide other services normally provided by instructional technologists. When possible, candidates will be placed in a position to work with another instructional technologist who will serve as the site supervisor. In the event that no position with a instructional technologist is available candidates will be placed in an internship which requires the services of an instructional technologist and a manager or supervisor within the business will act as the site supervisor.

Interns with Jobs in the Appropriate Area

Individuals who are already employed can complete their internship at their job site under the following conditions:

1. The student has meet all qualifications to complete the internship,
2. The place of employment provides the student the opportunity to act within the capacity of an instructional technologist or media specialist and complete the required number of internship hours within that capacity, and
3. There is an appropriate individual who agrees to act as the site supervisor.

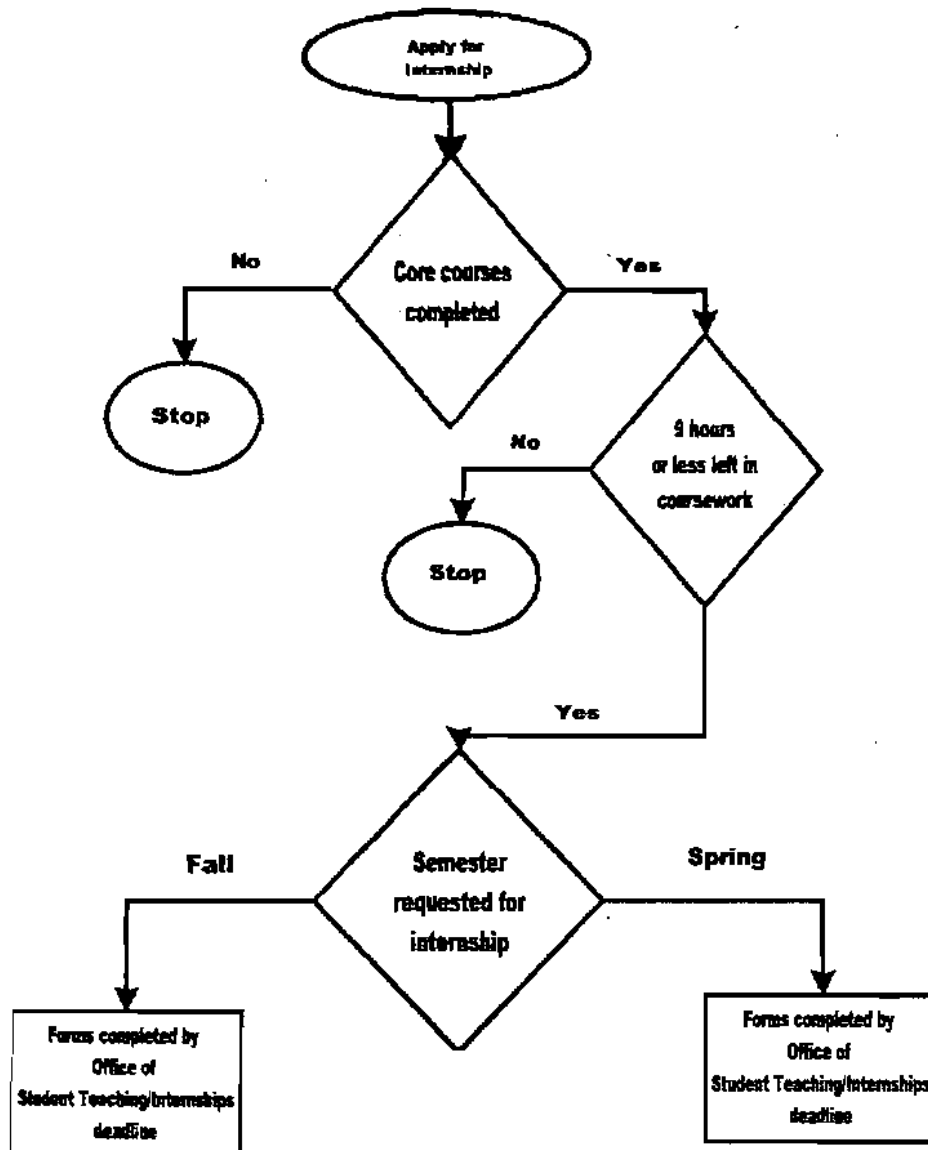
Placement Timeline and Procedures

Application Process

Students must complete the following steps in order to enroll in INST 790, Internship in Instructional Technology:

- ◆ Application must be made for internship to the Coordinator of the program according to the following Timeline:
 - Internships for Fall semester must be made no later than the deadline set by the Office of Student Teaching and Internships (usually before March 30) of the preceding spring semester.
 - Internships for Spring semester must be made no later than the deadline set by the Office of Student Teaching and Internships (usually before October 1) of the preceding fall semester
- ◆ There are no internships available during the summer semester.
- ◆ ALL candidates must complete the following:
 - Instructional Technology Internship Request, and
 - Application for Educational Graduate Internship
 - Piedmont Alliance Application Form for Student Teacher/Graduate Interns/ Graduate Practicum Students
 - Include a Resume with applications
- ◆ Students requesting to complete the internship at their place of employment or students requesting to complete the internship at a particular site must complete: the Site Approval Request Form.

Internship Application Process and Timelines



The Role and Responsibilities of the Intern

1. Instructional Technology Interns are expected to perform his/her duties and responsibilities in a mature, professional, and ethical manner.
2. The intern and the site supervisor develop a schedule for the completion of the required 100 hours for the internship.
3. The intern is expected to meet all of the responsibilities and assignments within this handbook which also serves as a course syllabus.
4. The intern is expected to arrive on time for the Internship sessions, work the scheduled time, and report to the university supervisor any changes that differ from the agreed upon schedule. Should an emergency arise which prohibits the intern from attending at the agreed upon times, the intern must call the site supervisor to report the circumstances and inform the university supervisor of the incident.
5. An overall project plan or daily plan (as appropriate for placement) must be developed with the guidance of the site supervisor. The intern will record the work plan and make notes reflecting on the successes and problems with the implementation of the plan.
6. Interns will maintain a daily or weekly log (as appropriate for placement) which describes the overall Internship activities (i.e. meetings, conferences with students or business clients, site supervisor, etc.).
7. The student shall complete a final report that consists of the following:
 - ◆ The work plans
 - ◆ Reflections on:
 - How the candidate has addressed diversity
 - How the candidate used assessment during the internship
 - How the candidate improved performance through the use of reflection
 - How the candidate used technology during the internship
 - The processes within the internship
 - ◆ The daily or weekly log
 - ◆ Examples of instructional design plans, lesson plans, or other documented evidence of activities (these can include: videotapes, software, equipment and software evaluations and/or orders, organization plans, etc.).
 - ◆ A self analysis of strengths and weakness the individual experienced during the internship
 - ◆ At least one week before exam week, the candidate will submit a portfolio of work to the university supervisor, along with copies of the self-assessment.
 - ◆ The work described above should be submitted via LiveText.

The Role and Responsibilities of the Site Supervisor

1. During the semester prior to or at the beginning of the semester in which the internship begins the internship, the site supervisor and university supervisor will establish appropriate activities for the intern. After the appropriate duties are agreed upon by the supervisors, the site supervisor will meet with the intern to establish the schedule and the expected duties for the intern. **Note:** Where possible a collaborative conference should be held that includes the intern, site supervisor, and the university supervisor. The conference may be done onsite, via telephone conference, or web-based conference or if scheduling proves a barrier, decisions may be made via email.
2. The site supervisor will provide specific information about the duties of the position in which the intern is working. This will be different for different situations. Since individuals completing the internship may be serving in public schools in different types of positions or in businesses in different types of positions, it is important for the intern to know the specific duties of the position involved in their internship.
3. The site supervisor will review the intern's work plans and make suggestions to improve upon the intern's work plans.
4. Once a week, the site supervisor will meet formally with the intern about the intern's performance and guide the intern toward optimum performance within the position.
5. The site supervisor will contact the university supervisor should the intern need additional support or guidance.
6. At the completion of the internship, the site supervisor will complete the Site Supervisor's Evaluation form and return to the university supervisor via mail or fax or within a sealed and signed envelop given to the intern for delivery to the university supervisor.

The Role and Responsibilities of the University Supervisor

1. During the semester prior to or at the beginning of the semester in which the internship begins the university supervisor will discuss with the site supervisor the expected duties of the intern. Where possible a conference with the site supervisor, intern and university supervisor should be used to establish the expectations the intern is to meet during the internship.

2. The university supervisor will contact the intern on a regular basis to see if the intern is experiencing any difficulties or needs guidance. Should difficulties arise, the university supervisor take appropriate action as needed to resolve the problem.
3. During the course of the internship the university supervisor will consult the site supervisor periodically to address any concerns that the site supervisor may have during the conduct of the internship. The university supervisor is required to take appropriate action in order to resolve any concerns on the part of the site supervisor.
4. At the completion of the internship and after the candidate has provided the university supervisor with a copy of his/her portfolio, the university supervisor will evaluate the internship and provide feedback to the intern.

Evaluations

Evaluation of the Intern by the Site Supervisor

The evaluation of the intern by the site supervisor is expected to be an ongoing process. The weekly meetings should provide the intern with the information needed to improve his/her performance during the course of the internship. However, at the completion of the internship, the site supervisor will submit an summative evaluation of the intern's performance during the course of his/her duties. The appropriate evaluation form is found in Appendix B.

Evaluation of the Intern by the University Supervisor

The university supervisor will aid the site supervisor in the ongoing process of formative evaluation of the intern's performance. The university supervisor will provide a summative evaluation based upon the consultations with the site supervisor, the intern, and the self and site supervisor evaluations and the portfolio. The appropriate evaluation form is found in Appendix B.

Intern's Self-Evaluation

The intern will complete a self-evaluation at the completion of the internship. The appropriate evaluation form is found in Appendix B.

Appendix A

Instructional Technology Internship Request Form

Application For Educational Graduate Internship

Piedmont Alliance

Application Form

**Student Teacher/Graduate Interns/Graduate Practicum
Students**

Instructional Technology Internship Request Form

**School of Education
Curriculum and Instruction
North Carolina Agricultural & Technical State University**

Name _____

Student Identification Number _____

Street Address _____

City, State and Zip Code _____

Telephone Number _____

Requested Semester and Year _____

Type of Placement requested (Check all that apply)

Media Coordinator
Licensure (076) _____

Instructional Technology Coordinator
Licensure (077) _____

Business and Industry _____

Place of Employment _____

If you request to complete the internship at your place of employment complete the following:

Site name _____

Site street address _____

Site city, state and zip code _____

Person who will be your site supervisor _____

Position of site supervisor _____

Site supervisor's phone number _____

Site supervisor's email address _____

Please have the person who will be your site supervisor read the section of the handbook for Site Supervisors and sign the following:

I agree to carry out the duties of a site supervisor as stated in the Internship in Instructional Technology Handbook.

Signature of Site Supervisor _____

North Carolina Agricultural and Technical State University
Office of Student Teaching, Internships, Partnerships, and School Services

APPLICATION FOR EDUCATIONAL INTERNSHIP

Please Type or Write Legibly

Date: _____

SECTION A

1. Name: (Mr.)(Mrs.)(Ms.)(Miss) _____
Last First Middle I. Maiden

ID Number: _____

2. Local Address: _____
State Zip Code

E-mail Address: _____ Telephone () _____

3. Have you ever been convicted of a felony or crime other than minor traffic offenses? ___ Yes ___ No

If the answer is yes, please explain: _____

4. Have completed (or presently enrolled in) all courses required for licensure EXCEPT:

5. I request approval for admission to do Internship/Practicum in the area checked below:

- | | |
|-----------------------------------|---|
| a. () Adult Education* | f. () School of Administration** (MSA) |
| b. () Counselor Education** | g. () MAT Program** |
| c. () Rehabilitation Counseling* | h. () Education Media ** |
| d. () Community/Agency* | i. () Instructional Technology*/** |
| e. () Business/Industry* | |

Please Note: *Resume **Piedmont Alliance Form

6. Estimated mileage one-way from the location of your internship to A&T's Campus: _____

7. Semester and year of Graduate Internship _____ Semester _____

Signature of Applicant: _____ Date: _____

SECTION B:

8. Desired Internship Site	
<u>AGENCY/SCHOOL ADMINISTRATION</u> _____	
<u>SITE SUPERVISOR</u> _____	
SCHOOL/AGENCY _____	TELEPHONE () _____
ADDRESS _____	State Zip Code COUNTY _____

9. _____
Advisor Date

_____ Date
Department Chairperson

14. Please list previous jobs, special curricular or extracurricular activities which will relate to your school placement (honors, work experience, volunteer work, summer jobs, etc).

<u>Activities</u>	<u>Dates</u>	<u>Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Provide a brief handwritten autobiographical statement:

I have read this application carefully and certify that the information I have given is correct and complete.

Date: _____, 19____ Signature of Applicant _____

Please Note:

1. Student teachers/interns shall abide by applicable N.C. Statutes and by the local school's calendar and by all the schedules, policies and procedures in effect in the schools to which they are assigned.
2. Student teachers/interns will be assigned to any eligible cooperating teacher at any local school on a nondiscriminatory basis.

RECOMMENDATION FROM COLLEGE OR UNIVERSITY

As a representative of this institution of higher education, I recommend the above named student as a person whom I believe will perform satisfactorily in the local school system.

Date: _____, 19____ Signature of IHE Representative _____

The original of this application is to be forwarded to the local school system by the college or university.

Appendix B

Site Supervisor's Evaluation Form

University Supervisor's Evaluation Form

Intern's Self-evaluation Form

16 Instructional Technology Internship Evaluation Site Supervisor

North Carolina Agricultural and Technical State University
School of Education
Department of Curriculum and Instruction

Intern Name: _____

Supervisor Name: _____

Supervisor Signature: _____

Instructions: Please evaluate the intern on the criteria listed in the statements below. Indicate your agreement or disagreement with each statement by circling the appropriate letters to the right of the page. Please be candid in your responses. Use the following rating system to rate the intern:

SA Strongly Agree
a Agree
N Neither Agree nor Disagree
d Disagree
SD Strongly Disagree
NA Not Applicable or Unable to Judge

1.	The intern dressed appropriately for the professional setting.	NA	SD	d	N	a	SA
2.	The intern was punctual (arrived on time, did not leave early, etc).	NA	SD	d	N	a	SA
3.	The intern assumed responsibility for personal behavior.	NA	SD	d	N	a	SA
4.	The intern exhibited language appropriate to the position.	NA	SD	d	N	a	SA
5.	The intern demonstrated a positive work attitude.	NA	SD	d	N	a	SA
6.	The intern understood and exhibited professional ethics.	NA	SD	d	N	a	SA
7.	The intern respected proprietary information of my organization.	NA	SD	d	N	a	SA
8.	The intern's oral communications were clear and understandable.	NA	SD	d	N	a	SA
9.	The intern's written communications were clear and understandable.	NA	SD	d	N	a	SA
10.	The intern accepted supervision.	NA	SD	d	N	a	SA
11.	The intern independently accomplished assigned tasks.	NA	SD	d	N	a	SA
12.	The intern worked well as a member of the team.	NA	SD	d	N	a	SA
13.	The intern was willing to learn new information related to assigned duties.	NA	SD	d	N	a	SA
14.	The intern carried out all internship duties assigned.	NA	SD	d	N	a	SA
15.	The intern appropriately related theory to practice.	NA	SD	d	N	a	SA
16.	Overall, the intern's performance was satisfactory.	NA	SD	d	N	a	SA
17.	I would recommend this intern for a similar position in an organization such as mine.	NA	SD	d	N	a	SA

16 Please address the questions below. If necessary, attach additional pages.

18. To what duties and tasks was the intern assigned? _____

19. Describe the performance of the intern on these tasks. _____

20. What products, if any, did the intern produce during the internship? _____

21. What suggestions would you make to the intern to improve his or her performance? _____

22. What else would you like to say about this intern? _____

**Instructional Technology Internship Evaluation
University Supervisor**

North Carolina Agricultural and Technical State University
School of Education
Department of Curriculum and Instruction

Intern Name: _____

Supervisor Name: _____

Supervisor Signature: _____

Instructions: Please evaluate the intern on the criteria listed in the statements below. Indicate your agreement or disagreement with each statement by circling the appropriate letters to the right of the page. Please be candid in your responses. Use the following rating system to rate the intern:

SA Strongly Agree
a Agree
N Neither Agree nor Disagree
d Disagree
SD Strongly Disagree
NA Not Applicable or Unable to Judge

1.	The intern dressed appropriately for the professional setting.	NA	SD	d	N	a	SA
2.	The intern was punctual (arrived on time, did not leave early, etc).	NA	SD	d	N	a	SA
3.	The intern assumed responsibility for personal behavior.	NA	SD	d	N	a	SA
4.	The intern exhibited language appropriate to the position.	NA	SD	d	N	a	SA
5.	The intern demonstrated a positive work attitude.	NA	SD	d	N	a	SA
6.	The intern understood and exhibited professional ethics.	NA	SD	d	N	a	SA
7.	The intern respected proprietary information of my organization.	NA	SD	d	N	a	SA
8.	The intern's oral communications were clear and understandable.	NA	SD	d	N	a	SA
9.	The intern's written communications were clear and understandable.	NA	SD	d	N	a	SA
10.	The intern accepted supervision.	NA	SD	d	N	a	SA
11.	The intern independently accomplished assigned tasks.	NA	SD	d	N	a	SA
12.	The intern worked well as a member of the team.	NA	SD	d	N	a	SA
13.	The intern was willing to learn new information related to assigned duties.	NA	SD	d	N	a	SA
14.	The intern carried out all internship duties assigned.	NA	SD	d	N	a	SA
15.	The intern appropriately related theory to practice.	NA	SD	d	N	a	SA
16.	Overall, the intern's performance was satisfactory.	NA	SD	d	N	a	SA

Please address the questions below. If necessary, attach additional pages.

18. To what duties and tasks was the intern assigned? _____

19. Describe the performance of the intern on these tasks. _____

20. What products, if any, did the intern produce during the internship? _____

21. What suggestions would you make to the intern to improve his or her performance? _____

22. What else would you like to say about this intern? _____

Instructional Technology Internship Evaluation Intern Self-evaluation

North Carolina Agricultural and Technical State University
School of Education
Department of Curriculum and Instruction

Intem Name: _____

Intemship Site: _____

Signature: _____

Instructions: Please evaluate yourself on the criteria listed in the statements below. Indicate your agreement or disagreement with each statement by circling the appropriate letters to the right of the page. Please be candid in your responses. Use the following rating system to rate yourself:

SA	Strongly Agree
a	Agree
N	Neither Agree nor Disagree
d	Disagree
SD	Strongly Disagree
NA	Not Applicable or Unable to Judge

1.	I dressed appropriately for the professional setting.	NA	SD	d	N	a	SA
2.	I was punctual (arrived on time, did not leave early, etc.).	NA	SD	d	N	a	SA
3.	I assumed responsibility for my personal behavior.	NA	SD	d	N	a	SA
4.	I used language appropriate to the position.	NA	SD	d	N	a	SA
5.	I demonstrated a positive work attitude.	NA	SD	d	N	a	SA
6.	I understand and exhibited professional ethics.	NA	SD	d	N	a	SA
7.	I respected the proprietary information of the organization.	NA	SD	d	N	a	SA
8.	My oral communications were clear and understandable.	NA	SD	d	N	a	SA
9.	My written communications were clear and understandable.	NA	SD	d	N	a	SA
10.	I accepted supervision.	NA	SD	d	N	a	SA
11.	I independently accomplished assigned tasks.	NA	SD	d	N	a	SA
12.	I worked well as a member of the team.	NA	SD	d	N	a	SA
13.	I was willing to learn new information related to assigned duties.	NA	SD	d	N	a	SA
14.	I carried out all internship duties assigned.	NA	SD	d	N	a	SA
15.	I was able to relate theory to practice.	NA	SD	d	N	a	SA
16.	Overall, my performance was satisfactory.	NA	SD	d	N	a	SA

Please address the questions below. If necessary, attach additional pages.

18. To what duties and tasks were you assigned? _____

19. Describe your performance on these tasks. _____

20. What products, if any, did you produce during the internship? _____

21. What changes would you make to improve your performance? _____

22. What else would you like to say about your performance during your internship? _____

