

Sample Syllabus (Based on syllabus by Dr. Gary Carlston)

Utah State University
College of Education and Human Services
Curriculum and Instruction Doctoral Internships

Make your plans as fantastic as you like, because 25 years from now, they will seem mediocre. Make your plans 10 times as great as you first planned, and 25 years from now you will wonder why you didn't make them 50 times as great.

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Overview

An integral part of the program of studies for doctoral students in Curriculum and Instruction is the participation in at least one professional internship. This internship provides students with a unique opportunity to apply course work to real life situations, work with a mentor/professional colleague, and refine or even reconstruct ideas of theories of student interest. Students may also choose to explore areas of possible research interest and work with practicing professionals to develop these areas. This professional internship is an invitation for students to apply their academic preparation, experience, and interests to engage in actual curriculum development, instructional models, or leadership/supervision activities. This internship will also provide the opportunity for school districts or other educational institutions to benefit from the interaction with a doctoral student.

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

Course Goals

- To provide doctoral students a field experience to work with a mentor/professional colleague in a professional educational setting that offers new and additional learning opportunities.
- To provide doctoral students the opportunity to explore and design a learning experience in a professional setting that is based on their own interests and professional goals.
- To encourage doctoral students to apply knowledge and skills learned in doctoral coursework to a professional setting.
- To engage students in reflective practice relating to their own professional development and internship experience.

Course Requirements

1. Complete 150 total clock hours of internship service and related assignments or 50 hours per credit of registration (i.e., a 4-credit internship would require 200 hours).

Clocked hours should be inclusive of all activities associated with the internship. It is intended that students 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 will be asked to document the time spent on this field experience.

2. Develop an internship-learning plan that describes the goals, activities, projects, and what the expected outcomes will be.

Students will develop an internship-learning plan to serve as a blueprint for the internship experience. This plan is to be completed in advance of the actual beginning of the internship and is to be agreed to by the student, mentor/professional colleague, and the university instructor. The elements to be included in this plan are provided in a common format that can be used to guide the learning activities of the internship. This plan will reflect the individual nature of each student's 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 professional interests and goals. When designing the internship, students should consider related course work, professional experience, ideal mentor/professional colleague to work with, specific projects, theories and or instructional models that may be consistent with a professional field experience. The instructor will help and consult with students on the design of this learning plan, however it is hoped that the plan primarily reflects the interest and professional growth of the student. (A template for the plan can be found at the end of this syllabus.)

3. Develop protocol and interview a knowledgeable professional about the area of field related to the internship.

In order to bring an additional perspective to this internship, students should identify someone with knowledge and experience in the area or field that they will be working who will agree to be interviewed. Students should develop the interview questions and associated protocol and conduct this interview. It's important to be aware of sensitive personnel or related issues that may arise and try to avoid them. The purpose of the interview is to help expand or provide an additional perspective for a certain area. Please inform the interviewee of the purpose and that the highest level of professionalism will be followed. 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. Complete assigned reflective learning activities related to the internship learning plan.

The most critical element of the internship will be what students learn by participating in this field experience. Because students have creative opportunity to primarily design their internship, student reflection on the internship experience is key to facilitate what has been learned. Students are encouraged, but not required, to keep a personal journal relating to their internship experience. Recording and reflecting on the experiences of the internship will help students to evaluate their interests, goals, ideas, for future learning and consideration. Every two weeks, according to a schedule that will be provided, students will be asked to communicate electronically with the instructor providing an update on their internship. At the

conclusion of the internship a written summary will be required. This summary should include a report on the activities of the internship as individual learning plan, reflections on what has been learned, and future actions that may be recommended for further investigation or action, and final project status where a specific project was a part of the learning plan.

5. Evaluation requirements will include verification that the mentor/professional colleague participated with the student and that the various requirements of the learning plan were completed. (Verification template attached.)

Documents that follow:

Doctoral Internship Plan

Internship Completion Verification

Utah State University
College of Education and Human Services
Doctoral Internship Plan

Overview:

Completion of this Internship Plan is done primarily by the doctoral student in cooperation with the university instructor. The purpose of this plan is to provide a blueprint for learning activities and participation in this professional internship. This plan is to be completed and approved prior to participating in the internship. Each section and the accompanying forms will help guide the activities that are anticipated for this professional learning experience.

Internship Placement:

Name and address of cooperating education agency: _____

Name and address of mentor/professional colleague: _____

Internship name or title: _____

Statement of Purpose:

Please describe the purpose of your internship, what you hope to accomplish, and its relationship to course work, research, and or your own experience and professional growth.

Goals:

Please list the primary goals for your internship.

Description of Activities:

Please describe the work plan and major activities for your internship, including how your mentor/professional colleague will work with you.

Evaluation

Please describe what criteria will be used to determine the whether or not your internship goals were achieved.

Student Signature _____ **Date** _____

Instructor Signature _____ **Date** _____

Internship Completion Verification

Please complete this form and return it to the instructor of record for your internship. Thank you.

_____ **has completed the required 150 hours (or 50 hours per credit taken) for internship credit and the activities outlined in the work plan.**

Semester_____ **Year**_____

Student Signature (Verifies hours and activities, your signature is trusted and honored.)

Mentor/Professional Colleague Signature (Signature indicates that you have worked with the student and he or she has been thoughtful and responsible in carrying out appropriate activities. It does not signify verification of hours.)