

EDUC-K 785 Internship in Special Education: Student & Faculty Responsibilities

Before enrolling in an internship, students identify an area in which they wish to develop their leadership skills. Possible areas for an internship include research, college teaching, field supervision, disability policy and/or other areas linked to students' interests and/or previous experiences. Students consult with their advisor, advisory committee, and/or other SpEd faculty members to help determine which area would be most appropriate for an internship. Then, students develop a proposal for the internship that outlines goals and expectations and submit the proposal to their advisor for approval.

After the advisor approves the proposal for their internship experience, students obtain commitment from a SpEd faculty member or an external Ph.D.-level research/instructor (i.e., not SpEd faculty) to serve as their internship mentor. Students who plan to work with an external internship mentor must also obtain permission from a SpEd faculty member to supervise their internship experience. Students work with their internship mentor/supervising SpEd faculty member to develop a written plan for the internship, which specifies goals and activities, the planned time commitment (i.e., a minimum of 9 hours weekly for 3-credit internships), and evaluation criteria. During the internship, students document their experience (i.e., activities, products, time commitment), complete a mid-term and final reflection, and complete a final project.

The following lists of responsibilities serve as general guidelines for EDUC-K 780; however, students should contact the SpEd faculty member who is supervising their internship with any specific questions or for additional information.

Before/At the Beginning of the Semester of the Internship

Student Responsibilities:

- Discuss potential internship areas (e.g., research, college teaching, field supervision, disability policy, and/or other areas linked to your interests and/or previous experiences) and opportunities with your advisor, advisory committee, and/or other SpEd program faculty.
- Submit a proposal to your advisor/advisory committee for approval that outlines goals and expectations for your internship experience.
- Obtain the commitment of a SpEd faculty member or external Ph.D.-level researcher/instructor (i.e., not a SpEd faculty member) to serve as your internship mentor.
 - If working with an external internship mentor who is not part of the SpEd faculty, you must obtain the commitment of a SpEd faculty member to supervise your internship.
- Meet with your internship mentor/supervising SpEd faculty member to discuss your specific roles and responsibilities during the internship. Develop a specific written plan for the internship that includes:
 - Goals and planned activities
 - Evaluation criteria
- Begin thinking about a plan for the completion of a final project (e.g., paper for publication, conference proposal, research/grant proposal, a course plan, or substantial professional development plan) that results from or builds on the internship experience.
- Plan to commit to a minimum of 9 hours each week to your internship experience, unless an alternate time commitment has been approved (e.g., different hours for a summer semester).

Internship Mentor/Supervising SpEd Faculty Member Responsibilities:

- Meet with the student and discuss the student's roles and responsibilities for the internship.
- Discuss and approve a written plan for the internship that includes:
 - Goals and planned activities
 - Evaluation criteria
- If the student is working with an external internship mentor (i.e., not SpEd faculty), the supervising SpEd faculty member should have a discussion with the external mentor to establish mutually agreeable criteria for the student's work.

Throughout the Internship

Student Responsibilities:

- Document your internship including:
 - your time commitment of at least 9 hours per week for the entire semester
 - all activities and products completed during the internship
- Meet with your internship mentor/supervising SpEd faculty member at least twice monthly to discuss issues and monitor planned work.
- Work toward the completion of your final project.

Internship Mentor/Supervising SpEd Faculty Member Responsibilities:

- Meet with the student twice monthly to discuss issues, monitor planned work, and to discuss the student's plan for a final project (e.g., paper for publication, conference proposal, research/grant proposal, a course plan, or substantial professional development plan) that results from or builds on the internship experience.
 - If a student is working with an external internship mentor (i.e., not SpEd faculty), then this is the responsibility of the SpEd supervising faculty member

At the Mid-Point in the Internship Semester

Student Responsibilities:

- Submit a brief report to your internship mentor/supervising SpEd faculty member, which includes:
 - A summary of the internship experience to date
 - Description of how it has contributed to your learning (i.e., how you expect the experience to impact future teaching or research engagement)
 - Description of priorities for the remainder of the internship
 - Suggestions for future interns or mentors
- Meet with your internship mentor/supervising SpEd faculty member to discuss their mid-term evaluation of your work and to further refine your plan for completion of the final project.

Internship Mentor/Supervising SpEd Faculty Member Responsibilities:

- Review/grade the student's brief mid-term report about his/her internship experience which should include:
 - A summary of the internship experience to date
 - Description of how it has contributed to the student's learning (i.e., how he/she expects the experience to impact future teaching or research engagement)
 - Description of priorities for the remainder of the internship
 - Suggestions for future interns or mentors
- Meet with the student and provide a midterm evaluation of his/her performance based on the previously agreed upon evaluation criteria. Discuss and/or further refine the student's plan for completion of a final project.

By the End of the Internship Semester

Student Responsibilities:

- Prepare a final report for your internship mentor/supervising SpEd faculty member that:
 - Summarizes the internship experience and its value
 - Includes suggestions or changes for how the internship might be structured in the future
- Complete the final project.
- Submit the final report, final project, and documentation (i.e., time commitment, activities, products) to your internship mentor/supervising SpEd faculty member.

Internship Mentor/Supervising SpEd Faculty Member Responsibilities:

- Review/grade the student's final report.
- Review the student's documentation of internship activities, products, and time commitments.
- Reviewing/grade the final project.
- Submit a final grade for the internship.