EDA 8990 Internship

Division: Administrative and Organizational Studies
Program Area: Educational Leadership
Course Number: EDA 8990
Course Title: Internship
Section: All
Term/Year: Winter 2014
Initial meeting: Monday, January 6, 2014 (5-6pm) in room 384 Education
Credit: Masters: 3 credits; Ed Specialist: 4 (30 hr of internship needed per/credit)
(213 hours for State Cert.)

Instructors: William Hill, Assistant Professor-Clinical

Email: ad2107@wayne.edu
Telephone: 313-577-9316
Fax: 313-577-1693

Office Hours: Monday and Tuesday, 3:30 to 5:00pm

Course Description: This course is a required field experience for students with practicing administrators who serve as mentors. The activities required in the internship are intended to provide the student with concrete examples of the types of situations faced by an administrator. The format and requirements for the internship are contained in the documentation accompanying this syllabus.

Course Outcomes: The student will develop an understanding and appreciation for the role of the administrator. Through their experiences, the student will be able to begin to apply the theories and principles from the administrative course work to her/his educational setting. Additionally this class will provide an opportunity for the student to determine the professional direction she/he may desire to pursue.

Required Text: None required
Emailing instructor(s): Always email the instructor.
Course Assignments: Three “assignments” are required for the successful completion of this course. The assignments are:

1. Selection of a Mentor
2. Signed Internship Contract (sample provided)
3. Final Project

ASSIGNMENT 1: SELECTION OF A MENTOR:

The student should immediately make the contact with an administrator who will serve as the mentor. (Generally, your mentor will not be a person in your bargaining unit.) The mentor will probably be an administrator in your building or in your work location. You should share with your mentor a copy of the “Mandat

ory Areas for Internship Experiences” (see below). Then, when you meet with your mentor, you should have a list of objectives you would like to accomplish. You should also be ready to respond to the areas of assistance suggested by the mentor. (Note: there may be instances when you select two mentors—in this case you will need a contract from each and collectively you will address all six mandatory areas.)

ASSIGNMENT 2: SIGNED INTERNSHIP CONTRACT: Due: February 4, 2014

By due date, the Internship Contract (see page 8) should be completed by the intern and signed by the intern and the mentor. A copy of the contract should then be mailed, faxed or emailed to the instructor. All parties involved should keep additional copies, and ORIGINAL will be included in the final paper.

The contract will contain items suggested by both parties; however, specifics of each of the mandatory experiences for the internship should be included in the contract. These are experiences outside of your teaching role and geared towards administration/leadership. Leadership experiences with adults are most important in this internship. (See below.)

The following areas are expected to be covered by the internship. On your contract you will write your specific tasks to accomplish each of the objectives (mandatory experiences). DO NOT MERELY REWRITE THE MANDATORY AREAS ON YOUR CONTRACT—LIST SPECIFIC WAYS YOU ARE GOING TO ACCOMPLISH THEM.

NOTE: The instructor will only contact you if there is a problem with your contract. If you do not hear from one of us, assume your contract is fine and proceed with your internship.

Hours towards your internship officially begin when mentor and intern sign the contract.

MANDATORY AREAS FOR INTERNSHIP EXPERIENCE/CONTRACT OBJECTIVES

If the internship is to be successful it should be a two way street. The intern should make a contribution to the school or agency. The intern should also have some experiences that lead her/him to understand better the role of the leader. The experiences below are not intended to be a comprehensive list of internship activities. Classic activities such as shadowing, lunchroom and bus duty (yes!) still have value since all administrators are involved in such activities. These activities will be outside of your assigned or contracted duties.

The following areas are designed to meet the class objectives. The intern will take part in activities that represent the following objectives:

1) Leadership experiences with adults. This requirement can be satisfied in a variety of
ways. We consider this to be the most important area for the intern. The degree to which this type of experience becomes a focal point of the internship will probably dictate its success. THIS IS MOST IMPORTANT. PLEASE MAKE SURE YOU HAVE EXPERIENCES LEADING ADULTS. (Examples, facilitating staff meetings, chairperson of a committee, conducting in-services)

2) **Leadership experiences with youth in a non-classroom setting.** This requirement can be satisfied in a variety of ways from student discipline to organizing a student activity—**not current duties.**

3) **Experiences with non-school personnel,** e.g. parents, local business people. This requirement focuses on the increasing necessity for administrators to develop strong relationships with the external public.

4) **Experiences with the management of school resources.** This requirement may be satisfied by activities emphasizing budget, physical plant, scheduling, etc.

5) **Experiences with one (or more) of the meeting groups that administrators are asked to participate** such as the school board, PTO, etc.

6) **An experience directing a special project toward meeting a need of the school.** The intern is expected to take the primary responsibility for managing the project from its inception to completion.

**ASSIGNMENT 3: FINAL PAPER. Due: April 25, 2014 NO BINDERS PLEASE**

The final paper will contain the following sections:

a. Cover sheet  
b. Introduction  
c. Internship Contract—signed copy or the original  
d. Daily Logs  
e. Two evaluations of the intern—one by mentor, one the intern  
f. Review of each objective  
g. Reflective page

The **Cover Sheet** should include:

- Assignment Title  
- Student Name  
- Student ID Number  
- EDA 8990; Internship  
- Semester and Year student registered for class (not necessarily the term the student is turning in the paper!)  
- Email address  
- Phone numbers (home and work)  
- # of Credit hours
The **Introduction** is an explanation of the setting of the internship. Tell us about the setting and mentor. This is generally a page in length.

The **Contract** (see page 8), signed with specific objectives listed; these objectives will match the mandatory experiences cited earlier. Thus, you should have at least 6 objectives listed on the contract. Objectives could be attached to the actual contract.

The **Daily Logs** (form provided, see page 9): The intern should complete the “log” on a daily basis. This will avoid trying to remember what happened and allow for comments as to the activities for the day. When appropriate, the log entries may be discussed with and signed by the mentor. A copy of each log should be placed in a folder for future reference. **All daily logs will be included in the final document.** Each log will have the time invested in this experience tabulated at the bottom of the page. ALL LOGS SHOULD REFLECT EACH INDIVIDUAL EXPERIENCE. DO NOT CUT AND PASTE. DO NOT ADD SIMILAR EXPERIENCES TOGETHER UNDER ONE LOG (For example, if you do lunch duty, do not add all lunch duties entries together and write one entry with the total of hours; nor cut and paste so all lunch entries are the same.) **LOGS SHOULD REFLECT ALL OBJECTIVES.**

The **Evaluations of the Intern** (see pages 10-11): *It is hoped that these evaluations are the result of discussions between the mentor and the intern. Completing them in conjunction with each other allows for maximum learning.* There are two evaluations of the intern that will be included in your final paper. The first is a written evaluation completed by the mentor highlighting the intern’s effectiveness. Examples should be included. It should also address which areas the mentor considers important for the intern’s future development. The second evaluation would include the intern’s reflection on his/her strengths and also discuss areas of future development. Examples should be included. (See attached form, page 10.)

The **Review of each Objective (Mandatory Experience):** In this section of the paper, the student will include a sort review of each objective listed on the Internship Contract that corresponds with the six mandatory experiences. How was the objective accomplished? Was it accomplished? If not, why not? Remember, your objectives may change because circumstances change.

The **Reflection Page:** This is one of the most important parts of the internship and will include your thoughts and feelings about these experiences. This is generally 1-3 pages in length (double spaced).

**Class Policy:**

a) Students are required to attend the initial class meeting as well as any subsequent meetings that may be scheduled.

b) When emailing instructor(s), always address the email to the instructor.

c) If final project is not turned in by the due date on the syllabus, the student will be given a “Y” grade. This grade will be changed when course requirements have been completed. (You do not need to call us to tell us you will not be turning in assignment. We will assume that you have a good reason and will be turning it in as soon as possible.) **The internship paper must be submitted by the end of the Spring 2015.**
d) If you want to know that we received the paper or want the evaluation form (see page 6) returned, please enclose a self addressed stamped envelope. I typically will NOT email you telling you we received the project or informing you of the grade.

e) If you want the final document returned, please include a self addressed envelope and the appropriate postage, or indicate your desire to pick up the document from the office. Otherwise the paper will be graded and discarded.

f) If you do not provide a self-addressed and stamped envelope for the return of your paper, paper will be put in the cubicle in room 370. These will be kept for only one semester then discarded

- Deliver or mail (not Emailed) **ONE COPY** of your FINAL PROJECT TO:

<table>
<thead>
<tr>
<th>Attention: William Hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wayne State University</td>
</tr>
<tr>
<td>Room 367 College of Education</td>
</tr>
<tr>
<td>NO BINDERS PLEASE</td>
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</tbody>
</table>

Class Schedule: There is an initial class session. Other class sessions will be arranged as necessary.

Time Requirements: The internship should be completed in one semester or two consecutive semesters, depending upon the degree being pursued, and/or the objectives. The requirements are 30 hours of internship experience for each hour of credit. Therefore, the Educational Specialist student is expected to complete a minimum of 120 hours. The Masters student is to complete at least 90 hours. (Central Office Cert. 213 hours)

Grading System: Grades for the project are either 'S' or 'U'.

*If a student has not turned in their Final Project by the due date*, the grade of 'Y' will be given, meaning the final grade will be deferred until the project is completed. In this case, it is assumed that the student is making satisfactory progress but has not finished collecting the data for the project. This grade will be changed to a ‘S’ upon successful completion of the course requirements. (Please note that WSU does not send out an updated grade sheet noting the change in grade form ‘Y’ to “S. To confirm that your grade has been changed from a “Y”, you should view your grades on the Wayne web site.)

*Any student, whose project is determined to be unsatisfactory*, in the opinion of the instructor, will be given the opportunity to correct the deficiencies.

Students with Disabilities:

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.
Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Religious Observance Policy:**
Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.

**Academic Dishonesty**
No form of academic dishonesty will be tolerated. You are in this class to learn, and you must commit the effort to obtaining your own knowledge and skills. You should already be aware, but for specific examples of academic dishonesty, including what constitutes plagiarism, you should read the Undergraduate and Undergraduate Bulletins found at [http://www.bulletins.wayne.edu/](http://www.bulletins.wayne.edu/), The Student Due Process Policy at [http://students.slis.wayne.edu/policies/index.php](http://students.slis.wayne.edu/policies/index.php) and any other formal documents that are created for students at WSU found through [www.wayne.edu](http://www.wayne.edu). You will be asked to sign a "denial of academic dishonesty/pledge of authenticity" statement and attach it to each product turned in for credit in this class. Any academic dishonesty will clearly be considered premeditated and not accidental. Expulsion is probably not worth the few hours of work you will avoid by cheating, so please think carefully and thoroughly, ask for help when needed, and make smart decisions.

WSU Plagiarism Policy: Plagiarism includes copying material (more than 5 consecutive words) from outside texts or presenting outside information as if it were your own or by not crediting authors through citations. (APA cites require author, year, and page number for direct quotes in quotation marks and for paraphrases with no quotation marks.) It can be deliberate or unintended. If in doubt about the use of a source, cite it. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. Students caught plagiarizing information from other sources will receive a failing grade in the course. To enforce this policy, all outside references must be submitted with assignments. [Check out web resources related to plagiarism to learn more. For instance a good plagiarism definition can be found at: http://www.suite101.com/content/a-definition-for-plagiarism-a10232; and paraphrasing examples good and bad at http://library.csusm.edu/plagiarism/howtoavoid/how_avoid_paraphrase.htm.]

**Withdrawal Policy**
- Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.
  - WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested

WN will be awarded if no materials have been submitted, and so there is no basis for a grade

Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Withdrawals can be requested at any point from the fifth week of class through the study day.
EDA 8990
Internship Evaluation Form

Student: __________________________________________________________

ID #: __________________________________________________________

Date: _____________________________; Term: _____________________

Instructor: William Hill, Assistant Professor-Clinical

*Your internship report has been reviewed and the results follow. If you meet the departmental standards you have successfully completed the course. If you need additional information it is listed. We will e-mail (preferable) or call you so that you know specifically what information you will need to provide.*

Your report:

**MET STANDARDS ____ ADDITIONAL INFORMATION NEEDED ____**

The elements of an internship report were evaluated as follows:

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<thead>
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<th>Element</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1. Introduction</td>
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<td>2. Contract with Mentor</td>
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<td>3. Logs</td>
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<td>4. Assessment by Mentor</td>
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<td>5. Assessment by Intern</td>
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<td>6. Evaluation of Objectives</td>
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<td>7. Reflection Paper</td>
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**Scoring Rubric:**

1 = *Well done*

2 = *Satisfactory, Meets standards*

3 = *Needs Improvement*
INTERNSHIP CONTRACT

Name_______________________________________________ Student Number__________________

Home Address_______________________________ City_________________________ Zip: _______

Home Phone (   )________________________________ Work Phone (   )_______________________

Mentor Name/Title ________________________________________________________________

School/Agency _______________________________________________________________________

Address ____________________________________________________________________________

City _________________________________ Zip ____________ Phone: (   )_____________________

Email address ________________________________________________________________________

The student named above is required to complete an Internship Program in order to complete the
requirements of this graduate level course. Please review the overall objectives as listed below. The
objectives should be general and flexible enough to allow for change as may be necessary. Both parties
involved should sign the contract.

Specifically explain how you will accomplish each of the mandatory experiences.

Supervisor:___________________________________________ Date:_____________________

Student:_____________________________________________ Date:_____________________

Approved by WSU Instructor: _____yes; ____no
ADMINISTRATIVE INTERNSHIP
DAILY LOG

INTERN__________________________________________________________
DATE____________________
MENTOR_____________________________________________________
___________________________
___
SCHOOL/AGENCY____________________________________________________________________
__
ASSIGNMENT/ACTIVITY______________________________________________________________
__
EVALUATION OF EXPERIENCE

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

(Use the back of this page to make additional notes, if necessary)

TIME: FROM______ TO_______ HOURS____ TOTAL TO DATE _______
Assessment
MENTOR

It is hoped that the evaluations are the result of discussions between the mentor and the intern. Completing them in conjunction with each other allows for maximum learning. This form or district letterhead may be used. Please have your Mentor sign.

1. Please indicate highlights of the intern’s effectiveness during this internship. Provide any examples.

2. What do you consider to be the areas for the intern’s future development?
Assessment
INTERN

1. What are your areas of strength? (Site examples)

2. What are areas for future development?