



## Technology Applications Internship

### Requirement:

All Instructional Technology M.Ed. students complete internships. Internships are usually taken at the end of the program, after coursework, and must be approved by the department's Internship Coordinator, Dr. Lars Leader ([lfleader@valdosta.edu](mailto:lfleader@valdosta.edu)). Three semester hours are earned, with a minimum of 120 hours in the work situation.

### Description:

The internship is a practical, professional experience assigned and evaluated by appropriate professionals in the fields of training or education. Internship organizations and projects are selected to satisfy individual interests, to provide appropriate professional experiences, and to support the Instructional Technology program of studies. Interns have the opportunity to experience and evaluate the responsibilities, rewards, risks, and hazards of performing as an Instructional Technologist for the host organization. While Interns benefit the host organization by performing work in a professional manner and to a professional standard, the internship experience should expose the Intern to a scope of instructional technology beyond the entry level. Interns also observe operations and events which may be beyond their immediate work responsibilities, such as attending planning meetings and evaluation sessions, or shadowing supervisors.

Interns may serve paid or unpaid internships. If paid, Interns should be compensated at the entry level for the jobs they will be performing. The internship is not a means of subsidizing employers.

### Process:

Internships may be initiated by Interns and/or Faculty. If initiated by Interns, they should discuss their plans with the Internship Coordinator as soon as possible and before making any commitments. Approval to begin drafting the internship contract must be granted by the Internship Coordinator **before** commitment to an employer. This is done near midterm of the semester preceding the internship.

The internship expectations will be specified in a written contract of agreement between the Intern and the host organization. The contract will be developed **by the Intern** and include the performance outcomes required of the Intern during the internship, the kind and scope of work to be performed, timelines and deadlines, the Field Mentor to oversee the experience, and the amount of compensation, if it is a paid internship. Other details may be required if expenses for such items as travel and supplies are a part of the internship.

The final contract will be approved by the Internship Coordinator **before** it is sent to the host organization. Three copies should be prepared. The host organization representative will sign and date all copies and return two to the Intern. The Intern will then sign and forward one of these copies to the Internship Coordinator. The final agreement must have all signatures and be on file with the Internship Coordinator **before** the internship is begun.

Supervision of the Intern will be assigned to an IT faculty member. The Internship Supervisor will have formal contact three times with each Intern. The first contact will be held before the internship begins to discuss the internship agreements, arrangements, expectations, and processes. The second contact will be held during the internship to assess how the Intern is progressing and to provide coaching or advice if necessary. The third contact will be held near the end of the internship to discuss the experiences and impact of the internship. At least one of these contacts will be in person, preferably at the site of the internship. Additional contacts or meetings will be held as needed.

The Final Internship Report is a written self-analysis and evaluation of internship experience. Include reflection on strengths and weaknesses in each IT domain and performance in terms of the contract requirements & internship objectives. The Final Internship Report will contain the following:

1. A written self-analysis and evaluation of internship experiences including reflection on strengths and weaknesses in each IT domain, lessons learned from the task/project, and performance in terms of the contract requirements. You will find the domains document helpful as you reflect on the domains.
2. Additional internship materials you and your Internship Supervisor have agreed would be informative.

**Submit the Final Internship Report in PDF format as directed by your internship supervisor.**

The Field Mentor at the host organization will furnish a general appraisal of the Intern's work performance and the specific outcomes detailed in the contract agreement. The Field Mentor should use the Acrobat PDF form found on the department website under Resources, and e-mail this form to your internship supervisor.

The Internship Supervisor will assess Interns and assign a grade (Satisfactory/Unsatisfactory) on the basis of the performance appraisal from the Field Mentor, the Intern's participation at meetings during the contract development and internship experience, and the quality of the summary report written by the Intern.