

AECT Internship Handbook

Adult Education and Communications Technology

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AECT INTERNSHIP HANDBOOK
Department of Adult and Community Education
Track in Adult Education and Communications Technology
Indiana University of Pennsylvania

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I. Introduction

The internship is an optional part of the Adult Education and Communications Technology (AECT) program. It provides an opportunity for students in the program to gain valuable experience, put theory into practice, and work independently.

Students can use the internship experience to meet different educational goals. Some students use the internship to gain experience in an area or organization that is new to them, while others bolster and develop pre-existing skills. For example, a student interested in technical training and program development, but with no prior experience in that field, can use the internship to gain a working knowledge of the training business. Whatever the reason, the internship must satisfy four purposes:

1. Provide an opportunity to put theory into practice
2. Provide new learning opportunities
3. Provide students with the opportunity to work independently
4. Provide students with the opportunity to reflect on practice and scholarship

For the most part, AECT students develop their internships in conjunction with the AECT internship coordinator. Ideas for potential internships can come from other students, AECT literature, class discussions, the faculty, and the community. Working in conjunction with the student, the internship coordinator and AECT staff use their personal connections to help find internships that are beneficial to the students' education. AECT students have had internships in many different types of institutions, agencies, and businesses ranging from private businesses to the state government.

During the internship, the student's main duties are predetermined by their internship proposal. Depending on the organization and the proposal, the number of tasks may vary. These projects allow the student to contribute to the organization while gaining knowledge from the experience. Past students have engaged in projects involving developing education and training programs, creating and maintaining web design, instructional design projects and assisting with educational programs at local schools.

Although the internship is usually completed later in the program, students should start thinking about it early. Such early consideration will allow students to prepare for the internship by:

1. Using class assignments to prepare for the internship
2. Looking for potential internship opportunities
3. Giving the student and the internship coordinator time to construct an internship proposal

4. Giving the student, the internship coordinator, and the site supervisor time to communicate and organize the internship's details, goals, and objectives

People and Terms to Know in an AECT Internship

Internship Coordinator – This is the person that will help the student identify goals/objectives, find an internship site, organize and complete an internship proposal, find a faculty supervisor, and give final approval for the internship.

Faculty Supervisor – This person is appointed by the internship coordinator to monitor the performance of the intern and internship site. The faculty supervisor works with the student to find fair ways to evaluate the completion of the internship proposal objectives.

Site Supervisor – This is the person at the internship site who will work with and monitor the intern as they work on the assigned projects. This person will assist in rendering a final grade for the intern.

Internship Proposal – The internship proposal is an individualized document to describe what goals/objectives will be accomplished during the internship, what will be learned during the internship (projects), how this will be accomplished (procedures), and how that learning will be demonstrated (evaluation). Created by the intern in conjunction with the internship coordinator, this document is an agreement between the internship coordinator and the student that binds all parties to set terms of the internship.

II. Requirements for Internships

In order to create a beneficial learning experience for students, internships have several requirements:

1. Students may not take their internship during their first semester in the AECT program. It is preferred that they take the internship during their third semester of the program. This allows the internship to serve as a cumulative activity that combines the skills and knowledge acquired throughout the program.
2. The semester before the internship, the student needs to meet and discuss the internship with the internship coordinator. This meeting should occur before the student begins searching for an internship.
3. Each student must be able to demonstrate that their internship project constitutes new learning. The internship is a theory-to-practice exercise in which students apply what they have learned in classes to real-world situations. Therefore, the internship must be based on learning new information or skills, and new related experiences, not just a reiteration of previously learned activities.

4. Each student is required to register for COMM 698, Internship in Adult Education and Communications Technology (3 or 6 credits). Registration will be completed by using an individually assigned CRN number.
5. All internship sites must be approved by the internship coordinator and must have an approved Affiliation Agreement with IUP.
6. Each student is required to prepare an internship contract that must be approved by the internship coordinator prior to beginning the internship.
7. Each student must complete a minimum of 120 hours “time-on-task” for the 3-credit internship or 240 hours “time-on-task” for the 6-credit internship.
8. Each student must have an evaluation form submitted by the internship site supervisor to the internship coordinator.

Life is not always predictable. Sometimes things don't go as planned during an internship. Sometimes the site supervisor changes, the organization changes its priorities, or the student may have difficulties completing the project(s). If it becomes evident that there will be changes in the internship, the student should contact the faculty supervisor as soon as possible. Some changes will not affect the outcome of the internship very much and will not result in changes to the internship proposal. If changes to the proposal are necessary, then the student, the faculty supervisor, and the site supervisor should meet to discuss the proposal and how it needs to be changed.

III. Instructional Technology Specialist Certification

The Instructional Technology Specialist Certification is issued by the Pennsylvania Department of Education (PDE). To be eligible for this certification, students must complete the regular sequence of courses in the Adult Education and Communications Technology track in the Adult and Community Education Department. In addition, students seeking certification must complete the following requirements.

1. Students must acquire Act 34 and Act 151 clearance.
2. Students must complete an approved, graduate-level elective in Special Education and Clinical Services (EDEX).
3. Students must complete an approved internship in the media center of a school district or intermediate unit. The internship must include activities that meet PDE standards. See the AECT Internship Handbook explanation of these standards.
4. For certification, students must complete and submit all required forms and fees to the Pennsylvania Department of Education.

Application for Certification

1. If you are already a Pennsylvania Department of Education (PDE)-certified teacher, then no testing is necessary. If you are not a PDE-certified teacher, then you must take the Pre-Service Academic Performance Assessment (PAPA). This test covers reading, writing and mathematics. Please note that passing this examination does not result in a teaching certification. For details on how to apply for the PAPA, please see "All About State Testing Requirements" on the IUP Teacher Education website at: <http://www.iup.edu/teachereducation>
2. After completing and passing the PAPA, an application for ITS certification must be made through the PDE Teacher Information Management System (TIMS) website. The process for submitting your application is outlined in "Forms and Documents" on the IUP Teacher Education website noted above. Please see "TIMS PowerPoint Instructions" under step three of the section for "Current IUP Students."
3. Once the application for certification has been submitted, PDE will contact IUP's Office of Teacher Education to verify completion of the AECT program and satisfaction of the ITS standards.
4. Please note that PDE no longer provides paper certifications, thus, at the completion of this process, you will need to access the TIMS systems to print your credential.

IV. Internship Process

The steps for successfully completing an internship are described below. Please keep in mind that each student and internship are unique. These steps are intended as a guide to help students complete their internships as effectively and efficiently as possible. Students should consult with the internship coordinator to discuss deviations from these steps and other individual differences.

1. Talk with your academic advisor – The initial discussion should occur the semester before the internship is to take place. It is advisable to schedule the meeting as early as possible because of the limited number of positions for some internships, especially Instructional Technology Specialist internships. During the initial planning meeting, the student and the internship coordinator discuss the internship process and what the student's objectives are for the internship. Once personal objectives are finalized, site search strategy may be discussed. More than one meeting may be necessary to finalize the goals, objectives, and internship sites.
2. Affiliation Agreement – IUP requires that all internship sites be approved by the university and that an Affiliation Agreement between IUP and the site must be signed by both a representative of the internship site and IUP. Students may not begin the internship until the Affiliation Agreement has been signed.

3. Write the internship proposal – The student will receive a sample proposal on which to model their proposal's format. This may be written prior to a site being established. In which case, the student should consider the goals and objectives that they would like to meet during the internship. The student should consider their site and the goals and objectives that they must meet to complete their project, their personal goals and objectives, and any scholarly goals and objectives that must be met. The proposal must then be given to the internship coordinator for approval.
4. Receive internship approval – When the internship proposal is approved by the internship coordinator and the student locates an internship site, the process of site approval may begin. The internship coordinator will investigate the site to ensure that it will meet the needs of the student and the proposal objectives and goals.
5. Schedule an internship meeting – A meeting between the internship coordinator, the student, and the site supervisor must be scheduled prior to the student starting the internship project. The purpose of this meeting is to review the internship contract so that all parties are in agreement as to what the student will do during the internship.
6. Assignment of Faculty Supervisor – Once the internship coordinator approves the site, a faculty supervisor will be chosen for the student. The student and the faculty supervisor will then meet to finalize any details of internship. The faculty supervisor and student may then discuss the internship project(s) to be submitted at the completion of the internship.
7. Assignment of Site Supervisor – After a faculty supervisor is assigned, and the proposal is approved. A site supervisor will be chosen at the internship site. This individual will supervise and manage the student's projects.
8. Register for COMM 698 – Once the student is assigned a faculty supervisor, the student will schedule the appropriate number of credit hours for the internship. Students performing a 3 credit-hour internship will schedule COMM 698 once, and students performing a 6 credit-hour internship will schedule for COMM 698 twice.
9. Perform the internship – Once the internship has begun, the faculty supervisor will periodically contact the site supervisor and student to evaluate the progress of the internship.
10. Submit Finished Project(s) – As the internship is completed, the student will be expected to honor the terms set previously by the internship coordinator and faculty supervisor. The student will be expected to submit evidence of the completed objectives. Each student must submit a comprehensive report of the internship project. Due to the variety of internship projects, the format and contents of the final reports will vary. There are some common components, however, which will be found in all final reports: internship record form (see Appendix D: Internship Record Form), contract, log, reflective paper, and products generated during the internship. The final report is discussed more fully in section VI, Final Report.

11. Evaluation – Once the internship is completed and all evidence is submitted, the faculty supervisor will evaluate the materials and render a grade based on the project(s) performed, and the completion of the goals/objectives stated in the proposal.

Schedule of Process Internship

The internship process should begin the semester before the internship is to take place. As many students complete many different parts of the process in different time frames, the process schedule is designed to accommodate that by using many “floating” dates. There are, however, a few specific dates that must be kept.

One Month before this semester – Make initial contact with internship coordinator, and start writing the internship proposal.

March 15 – Turn in an internship proposal and begin brainstorming ideas for internship sites

Week 10 – Receive approval or rejection of proposal from internship coordinator. If approved, the student may discuss a site with the internship coordinator. It is the student’s responsibility to make contact if the site is deemed appropriate by the internship coordinator. Students must have the Affiliation agreement signed by IUP before they begin their internship.

Week 11 – After the site is approved, a faculty supervisor is assigned. The student and the faculty supervisor can then agree on the terms of project evaluation. The student can now register for the appropriate amount of COMM 698 credit hours.

April 15 – Submit a final draft of the proposal.

Week 13 – A site supervisor is chosen to manage the student and their project(s) at the internship site.

Week 14 – Final details are concluded. The student is now ready to perform the internship.

V. Internship Proposal

The internship proposal is an individualized document to describe what will be accomplished during the internship, what will be learned during the internship, and how that learning will be demonstrated. The proposal ensures purposeful experience with an employer by removing any vagueness of what the intern will accomplish, learn, and complete. This holds the internship site to a commitment in regard to what the student is to complete during their time.

A learning proposal consists of three parts described below. For an example see Appendix C: Sample Internship Proposal.

I. Internship Goals/Objectives

- The project(s) should be broken into smaller tasks in order to measure the success and completion of the objectives.
- The objectives should be listed in a lettered outline.
- Each objective must be specific and explain what is to be accomplished for the site supervisor and the internship coordinator.

II. Procedures to Accomplish the Internship Objectives

- Each objective needs a procedure.
- The procedures should detail briefly how each objective will be accomplished.
- The procedures should be simply stated and specific to eliminate any confusion of purpose.

III. Artifacts, Items, or Documentation for Evaluation

- The faculty supervisor sets the standard as to what projects, documentation, or artifacts may be required to demonstrate the successful completion of the internship and objectives.
- Acceptable items depend on the project(s) and objectives.



For IUP Students on Internship, Practicum or Student Teaching

What is Title IX?

Title IX is a federal law that comes from the Education Amendments of 1972. This aspect of the law specifically prohibits discrimination on the basis of sex. It sets forth the basic principle that students should be free to participate fully in their educational experiences regardless of their gender. Sexual harassment and sexual violence are experiences which violate the intent of Title IX.

What are Sexual Harassment and Sexual Violence?

Sexual Harassment: Unwelcome physical or verbal conduct of a sexual nature, with a sex or gender based discriminatory effect. **Sexual Violence** includes sexual assault, dating violence, domestic violence, and stalking.

<http://www.iup.edu/page.aspx?id=115577>

IUP complies with Title IX and takes immediate, effective, and appropriate action to respond to acts of sexual harassment and sexual violence.

What does this mean for a student on internship, practicum, or student teaching?

Because the processes may be different at each site, your first step is to contact your IUP Internship

Coordinator, who will advise you. As an IUP student, you have many rights related to IUP's administration of Title IX regulations. However, if you experience sexual harassment or sexual violence while on internship, practicum, or student teaching, the site where you are working has the responsibility to respond to your complaint. Through IUP you have the following rights:

- You are entitled to a fair, impartial, and prompt investigation of your complaint.
- You have the right to be protected from further discrimination, both while the investigation is happening, and long after to assure that any hostile academic environments are confronted.
- You have the right to have your privacy protected throughout the investigation process.
- You have the right to identify witnesses who can attest to the discrimination/serve as character witnesses.
- You have the right to be notified of any updates or delays, and outcomes regarding the investigation and any pertinent sanctions.
- You have the right to an appeal.
- You have the right to be protected from any retaliation. Reporting sexual harassment/sexual violence will not impact your IUP standing.
- You may pursue an informal process of mediation for sexual harassment cases.
- You have the right to file civil or criminal complaints, outside of the processes of the institution.

If you are in danger, call 911!

- To receive support, contact: Your IUP Academic Internship Coordinator
- To file a complaint at your site, contact the Human Resource Department of the organization where you are interning/working/student teaching/etc.
- To receive assistance and counseling, contact: IUP HAVEN – 724/357-4799
- For 24/7 assistance call National Sexual Assault Hotline - RAINN: 800-656-4673
- If the alleged perpetrator is a student associated with IUP, see the reverse side to file a complaint through IUP's Sexual Harassment and Sexual Violence Policy.
- If the alleged perpetrator is an employee associated with IUP, contact the Office of Social Equity – 724/357-3402
- For assistance, contact the IUP University Police, 724/357-2141



SEXUAL HARASSMENT/SEXUAL VIOLENCE SURVIVOR SUPPORT INFORMATION

Sexual assault is a serious violation of the university's expectations and student behavioral regulations. The university recognizes that sexual assault may cause severe physical and/or emotional consequences for the survivor. Medical and mental health resources and preventive education are available to provide assistance. Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex. Sexual harassment of students, which includes acts of sexual violence, domestic violence, stalking, and dating violence, which are forms of sex discrimination prohibited by this federal law. When incidents of sexual harassment or sexual violence occur and are reported to campus security authorities, IUP takes immediate and effective steps to end sexual harassment and sexual violence. Retaliation against individuals reporting sexual harassment and/or sexual violence will not be tolerated and will be addressed through the appropriate university process (University Police, Student Conduct, Human Resources). Questions about IUP's Title IX policy and protocol can be directed to Dr. Rhonda Luckey, IUP's Title IX Coordinator, Vice President for Student Affairs, at rluckey@iup.edu, 724-357-4040, 211 Sutton Hall.

Reporting and Investigating:

University Police at 724-357-2141. UP will assist the survivor in reporting the assault and refer him/her to the appropriate office for follow-up through the legal and/or university student conduct system. In cases requiring immediate attention or assistance, survivors should contact 911. Ensure that the survivor is in a safe and secure environment and encourage him/her to preserve all physical evidence. **When reporting the assault to the university police, the survivor relinquishes the right to decide if legal and/or university disciplinary action will be taken against the person who perpetrated the assault.**

If there is reason to believe that a student has sexually assaulted another individual and the university has sufficient information to file a student conduct referral, disciplinary action will be taken by the university student conduct system regardless of whether the case is pursued by the survivor or under state, criminal, or civil codes. The student handbook, *The Source*, outlines the university student conduct process and can be accessed at www.iup.edu/studentconduct/thesource/default.aspx. For more information, call the Office of Student Conduct on the Indiana campus, 724-357-1264; the Office Director, Northpointe Campus, 724-294-3309; the Office of the Dean, Punxsutawney Campus, 814-938-6711. Possible university sanctions for sexual assault include, but are not limited to, removal from university housing, suspension, and/or expulsion from the university. Information concerning the outcome of any such proceeding shall be available to the survivor.

Coordinators of Campus Security Authorities (CSA) to whom crimes may be reported. Designated Campus Security Authorities (CSA) are obligated to file a CSARreport (CSAR) and initiate and/or refer an investigation of the incident.	
Campus Security Authority Coordinators	Phone Numbers
Sam Clutter, Director of Public Safety	724-357-2141
Ms. Kate Linder, Associate Dean of Students, Deputy Title IX Coordinator, Student Conduct	724-357-1264
Ms. Sondra Dennison, Assistant Dean, Living/Learning, Deputy Title IX Coordinator, Training	724-357-2696
Dr. Frank Condino, Director, Intercollegiate Athletics	724-357-2782
General Manager, KCAC	724-357-5222
Mr. Lou Garzarelli, Director, Operations, Student Co-operative Association	724-357-1374
Mr. Richard Muth, Director, Northpointe Campus	724-294-3309
Ms. Paula Stossel, Assistant Dean for Administration, School of Graduate Studies and Research, Director, Monroeville Graduate and Professional Center	724-357-1293
Mr. Theo Turner, Assistant Dean of Students, Punxsutawney Campus	814-938-6711
Title IX Coordinator	
Dr. Rhonda Luckey, Vice President for Student Affairs	724-357-2220

Medical Attention:

The survivor should be referred to the nearest hospital if the alleged assault occurred within the last seventy-two hours. Evidence can be gathered to conduct medical-legal (forensic) examinations even if the survivor prefers not to prosecute at this time. An Indiana Campus student can also be referred to the Health Service at 724-357-2550, if the alleged assault occurred *more than* seventy-two hours previously the survivor should be referred to the nearest hospital for medical care only. No evidence collection can occur. **If Health Service is closed, refer the student to the Emergency Department of the nearest hospital.** This step is important so that s/he receives proper assessment and treatment of any physical injuries sustained in the assault. It is also important to determine the survivor's risk of sexually transmitted diseases or pregnancy and take preventive measures.

Counseling/Advocacy Services:

Counseling services available to the survivor are:

Alice Paul House serving campus in Indiana, 724-349-4444
IUP's Counseling Center, Center for Health and Well-Being, 724-357-2621
HAVIN, Inc. serving Northpointe Campus, 724-548-8888 or 800-841-8881
Passages serving Punxsutawney Campus, 1-800-793-3620
PAAR serving Monroeville Campus at 1-866-363-7273

Psychological counselors and clergy are not mandated by the Jeanne Clery and Violence Against Women Acts to report a sexual assault incident.

Changing Academic or Living Arrangements:

Academic or living arrangements can be provided when the survivor's safety or well-being is jeopardized.

- 1. Academic Schedules** – To discuss options, contact the Office of Advising and Testing on the Indiana campus at 724- 357-4067; the IUP at Northpointe Administrative Office at 724-294-3300; and the Punxsutawney Campus Administrative Office at 814-938-6711.
- 2. Campus-owned Housing** – Contact your Residence Director.
Students can receive assistance in contacting any of these services through the Haven Project at 724-357-4799..

Appendix A

Internship Information for Site Supervisors

Internship Program Information for Site Supervisors

Department of Adult and Community Education
Indiana University of Pennsylvania

About the AECT Program

The Master of Arts in Adult Education and Community Education (AECT) is an intensive 36 semester hour program which provides a balance of educational training, technological training, and communications skills. Topics covered in the courses include distance education, educational philosophies and teaching techniques, program planning, communications theory, technological communications skills, instructional design research skills, and current issues and trends in the field. The program has both a thesis and non-thesis option. Non-thesis option students have the choice of taking six credits of related courses, taking a six credit internship, or taking a three-credit internship and three credits of related liberal arts classes.

About the Internship Program

The purpose of the internship program is for students to acquire and bolster skill, gain experience, and expand their concepts of adult education and its interactions with technology.

The internship option is a required part of the AECT curriculum. Students may take a three-credit (120 hours) or six-credit (240 hours) time-on-task internship. This means that only the hours spent directly working on internship projects will be recognized for fulfilling the time requirements of the internship.

Many students in the AECT program are full-time working professionals who complete their master's degree part time. The average student has more than five years of professional experience. It is not expected that students will quit their jobs in order to complete the internship. Instead, arrangement can be made with the student's employer. Generally, the internship coordinator will arrange for new duties, tasks, or projects to be assigned to the student as their internship. These projects should contribute to the organization as well as the intern's learning.

The Internship Proposal

Each student is required to create an internship proposal. This document lists the expectations of the student, the goals/objectives, procedures to complete goals/objectives, and evaluation procedures. This must be created prior to the start of the beginning of the internship. The proposal is organized with the following sections:

1. Goals and objectives which identify what the student will accomplish during the internship
2. Procedures which detail how the student will complete reach the goals and objectives

3. Evaluation criteria that will allow the site supervisor to judge the student's performance on the objectives.

The student, the site supervisor and the internship coordinator must all agree on the proposal. The proposal then becomes a record of the internship of the student. If the proposal must be modified during the course of the internship all three parties must agree to the modifications and sign the new proposal.

Responsibilities of the Intern

The primary responsibility of the intern is to complete the agreed-upon projects and satisfy the goals/objectives specified in the internship. A student cannot leave "complete" the internship until the assigned projects are satisfactorily completed or at a stage that satisfies the site supervisor and faculty supervisor. A secondary responsibility is to provide the host organization with the benefit of the student's professional knowledge and experience. Since many AECT students bring a professional background or unique skill set to the internship, they have many skills that may benefit the host organization. During the internship, it is the student's responsibility to behave in a professional manner fitting of the internship site and the IUP ACE Department. This includes obeying all rules and regulations of the host organization.

Responsibilities of the Site Supervisor

The site supervisor, as representative of the host organization, has four primary responsibilities. First, the site supervisor must sign the Affiliation Agreement. The Affiliation Agreement is an argument between IUP and the host organization. Typically the site supervisor (or the appropriate representative from the host organization) signs the agreement and returns it to the internship coordinator. The internship coordinator will forward the Affiliation Agreement to the appropriate people within the University for completion. The student may not begin an internship until the Affiliation Agreement has been signed by all parties.

The second major responsibility of the site supervisor is to assist the student in the development of the internship contract. This usually involves one or more preliminary discussions with the student to define the internship project. When the project has been defined, the student will prepare a proposal that is submitted to the internship coordinator for review. When the internship coordinator has approved the proposal a meeting is scheduled in which the student, site supervisor, and internship coordinator review the internship activities. The primary purpose of this meeting is to make sure that all parties are in agreement on what the student is to do during the internship.

The third major responsibility of the site supervisor is to supervise the student during the internship. This involves staying in touch with the student on a regular basis, monitoring progress on the internship project, providing assistance to the student as needed, and making information and resources available to the student as needed.

The fourth responsibility of the site supervisor is to evaluate the performance of the student during the internship. A form is provided for this purpose. The form should be completed and returned to the internship coordinator when the internship project has been completed. Of course, the site supervisor may talk with the student intern or contact the internship coordinator at any point in the internship to discuss concerns or ideas for improving the internship project.

Responsibility of the Internship Coordinator

The internship coordinator has several responsibilities. First, the internship coordinator works with students to help them develop ideas for internships and fit the internship experience into their overall academic program. Second, the internship coordinator must approve the internship proposal along with the site supervisor and the student. Third, the internship coordinator will assist the student and the site supervisor during the course of the internship as needed. Fourth, the internship coordinator reviews and approves the final internship project submitted by the student. Last, the internship coordinator assigns a grade for the internship based on the final report, the evaluation of the site supervisor and the internship coordinator's observation of the student during the internship.

Appendix B

Internship Setup Checklist

Internship Setup Checklist

This checklist is designed to assist students in managing the internship process. As each step is completed, check off the corresponding event. Make sure to update this list regularly.

Prior to the Internship Setup Semester

One Month before internship setup semester – Make initial contact with internship coordinator, and start writing the internship proposal

The Internship Setup Semester

This semester is usually the second semester for fulltime AECT students. As many internship opportunities develop at different rates, the dates are relatively flexible, but each item should be completed as close as possible to its respective date.

The Affiliation Agreement

An Affiliation Agreement must be on file before a student can begin the internship. The Affiliation Agreement is an agreement between IUP and the internship site. The internship coordinator will send the Affiliation Agreement to the internship organization. It must be returned and signed by the appropriate university official. The internship coordinator will inform the student of the status of the Affiliation Agreement. In some cases IUP may have an existing Affiliation Agreement with an internship organization. In these cases a new Affiliation Agreement is not required.

- Week 8 (about March 15) – Turn in an internship proposal.
 Begin brainstorming ideas for internship sites.
- Week 10 (about March 29) – Receive approval or rejection of proposal from internship coordinator.
 If approved, begin discussing sites with the internship coordinator. Make contact with the mutually agreed upon site.
 Complete the Affiliation Agreement, this must be completed before the internship begins.
- Week 11 (about April 5) – Meet with assigned faculty supervisor and set terms of internship project evaluation.
 Register for the appropriate amount of COMM 698 credit hours.
- Week 12 (about April 15) – Submit a final draft of the proposal.
- Week 13 (about April 22) – Site supervisor is appointed to manage internship site project(s).
- Week 14 (about April 29) – Final details are concluded. The student is now ready to perform the internship.

Appendix C

Sample Internship Proposals

Sample Proposal 1

Jane Q. Student
Internship Proposal
Summer of 2004

Thank you for the possible opportunity in participating in an internship this summer. I appreciate the courtesy your organization engages in with summer internships. What follows is a list of objectives I wish to accomplish during the internship. Following each objective are a few tasks that would guarantee achievement of the objective. Please note that these objectives and tasks are strictly tentative and can be changed however is needed in order to fit your organization's agenda.

Objectives and Tasks

1. Learn the daily aspects of being an employee of your organization
 - Observe company employees
 - Assist in daily activities
 - Run errands for company employees
2. Gain knowledge of organization's clientele and their needs
 - Observe employees and their interaction with clients
 - Attend company client meetings
 - Be involved with real clients and projects
3. Learn the abilities and duties of an instructional design professional
 - Listen to other employee's advice from their experiences
 - Observe the actions of your employees
 - Be able to accept constructive criticism in order to grow
4. Increase my personal knowledge base of instructional design
 - Help with the brainstorming process in instructional design
 - Assist in task analysis and needs assessment
 - Assist in implementation and evaluation
5. Expand my personal knowledge base in emerging trends in instructional design
 - Familiarize myself with industry publications
 - Attend company conferences, functions, and appearances
 - Observe company board meetings

6. Learn instructional strategy better
 - Design
 - Develop
 - Evaluate

7. Learn more technology in the field of instructional design
 - New software packages
 - New delivery systems
 - Other tricks of the trade

8. Learn better team management skills
 - Observe leadership techniques and qualities
 - Be involved in a team setting
 - Aid the management of a professional staff

Evaluation Criteria

- Site visits and telephone conversations with faculty internship advisor
- Ability to carry out tasks on site and to effectively surpass evaluated expectations
- Oral reports along with mid-term and final internship performance reviews from site supervisors
- Daily log on observations and experiences gained
- A comprehensive final internship project submitted to my faculty internship advisor

Sample Proposal 2

John Q. Student
Internship Proposal
Summer of 2003

Thank you for considering me for an internship with your organization this summer. What follows is a list of objectives I wish to accomplish during the internship. After each of the objectives listed are some suggested procedures or tasks that would ensure that I reach these goals listed. Please consider these objectives/procedures as tentative and to be added to, changed, or modified given our future discussions.

Objectives and Procedures

1. Learn the daily aspects of being a public relations/promotions employee
 - a. Observe company employees
 - b. Run errands for company employees
 - c. Assist in daily activities
2. Gain knowledge of organization's clientele and their needs
 - a. Work with/ observe employees and their interaction with clients
 - b. Work phone lines and process calls
 - c. Be involved with customer service
3. Learn the abilities of a public relations professional
 - a. Listen to other employee's advice from experience
 - b. Accept constructive criticism
 - c. Observe the actions of professionals in the organization
4. Expand my knowledge base of promotions
 - a. Help to brainstorm ideas for promotions
 - b. Assist in writing/ editing/ graphic design
 - c. Assist in finishing the product
5. Expand my knowledge of technical and emerging trends in public relations
 - a. Familiarize myself with industry publications
 - b. Attend company conferences/ functions/ appearances
 - c. Observe company board meetings
6. Learn promotional strategy and analysis
 - a. Concept design
 - b. Planning
 - c. Implementation

7. To learn promotion and media management
 - a. Attend promotional activities to understand their structure
 - b. Observe professionals in the activities' setting
 - c. Aid in the execution of a promotional activity

8. To learn better team management skills
 - a. Working closely with colleagues
 - b. Observing leadership techniques
 - c. Observing team management skills
 - d. Aid the management of a professional staff

9. To learn skills used in media relations
 - a. Observe the preparation for media and analyst review
 - b. Assist the preparation
 - c. Understand the relationship between the organization and the media

10. To learn how to develop print media for clients
 - a. Observe the design of print media from idea stage on up
 - b. Assist and observe the production
 - c. Assist and observe the development of product news announcements, news pitches, feature articles, and advertisements

Evaluation Criteria

- Site visits and telephone conversations with faculty internship advisor
- Ability to carry out tasks on site and to effectively surpass evaluated expectations
- Oral reports and mid-term and final Internship Performance Reviews from site supervisors
- Daily log on observations and experiences gained
- A comprehensive final internship project submitted to my faculty internship advisor

Appendix D

Sample Internship Application

AECT Program Internship Application

Instructions: Graduate's are requested to initiate this application and have it processed through the AECT Program as early as possible so that it may be received no later than the end of April.

I. Educational Data *(Please Print in Dark Pencil Carefully)*

Name: _____ IUP Banner ID#: _____
 Last First M.I.

Social Security Number: ____/____/____

Graduate's E-mail address: _____

Home Address: _____
 Street

 City State Zip

Home Phone: (____) ____-_____

University Address: _____
 Street

 City State Zip

University Phone: (____) ____-_____

Projected Credit Hours Completed or Transferred Prior to Internship Experience (including credits this semester): _____

Anticipated Graduation Date: _____

Academic Advisor: _____

II. Internship Data

Internship Year: _____ Semester (check one): Fall Spring Summer

CRN No.: _____ Dept.: **COMM** Course No.: **698** Course Title: **Internship** Credits:

Company/Agency: _____

Department (Optional): _____

Address: _____
 Street

 City State Zip

Company/Agency Main Phone: (____) ____-_____

On-Site Supervisor's Name: _____

On-Site Supervisors Phone: (____) ____-_____

Internship Starts: ____/____/____
 Mo. Day Year Internship Ends: ____/____/____
 Mo. Day Year

Daily from ____ a.m./p.m. to ____ a.m./p.m.

Paid Rate _____ Nonpaid: _____ Other Benefits:

Are you seeking State Certification as a Media Specialist? ___ Yes ___ No

III. Internship Approval

Please Read: A typed, two (or more) page proposal of the internship job duties or education experience to be undertaken must be attached to this form for approval. **This form will not register you for your internship. You MUST use the URSA system for proper registration. IUP does not provide liability coverage for graduates.**

(Please Circle One) I do / do not wish to have a news release submitted regarding my internship

Graduate's Signature

Date _____

Intern Coordinator Signature

Date _____

Program Chairperson

Date _____

If known at time of application *(if not, please provide later)*

Graduate's Address during Experience: _____
Street

_____ City State Zip

Graduate's Phone During Experience: (____) _____ - _____

Reminder: Attach your Internship Proposal

Appendix E

Sample Internship Log

Internship Log

March 10, 2014	Talked with Donna Showalter to further discuss my topic for developing an educational program. We decided on developing the topic of long-term care insurance.	0.5 hrs
March 11, 2014	Talked to Susie Oleyar of the Priority Care Office at LAH to discuss her vision the educational plan	1.0 hrs
April 13, 2014	Attended Health Maintenance/ Well Adult Screening Task Force meeting	2.5 hrs
April 22, 2014	Attended meeting Task Force presentation to the community leaders in Norvelt	3.0 hrs
April 23, 2014	Called the American Cancer Society for literature for the HealthFest	0.5 hr
May 3, 2014	Spoke to Charles Mondin – United Seniors Health Cooperative at 202-434-2277; Spoke with Janet Wells	0.5 hr
May 3, 2014	Called AARP for literature on long-term care planning options at 202-434-2277; Spoke with Janet Wells	0.5 hr
May 3, 2014	Called Area Agency on Aging for literature on their services	0.5 hr
May 6, 2014	Wrote memo to WCCC Nursing Coordinator asking for student volunteers	0.5 hr
May 17, 2014	Spoke to Nursing class regarding volunteerism and the HealthFest project	0.5 hr
May 26, 2014	Spoke with representative from the Appraise program	0.5 hr
May 27, 2014	Met with Don Lackey from the Appraise program	1.5 hrs
May 28, 2014	Spoke with Sylvia Detar, Coordinator of the Appraise Program	1.0 hrs
June 2, 2014	Spoke with Donna Showalter to clarify several points about the project	0.5 hr
June 3, 2014	Spoke with Priority Director Susie Oleyar at Latrobe Area Hospital regarding my project. This program will be shared between the departments.	1.0 hrs

Appendix F

Site Supervisor Feedback Form

Supervisor Feedback Form

Internship in Adult and Education and Communications Technology
Indiana University of Pennsylvania

Please Print

Student Intern: _____

Place of Internship: _____

Site Supervisor: _____

Please respond to the following items. Circle only one response.

1. What is the quality of work of the student intern?
Excellent Above Average Average Below Average Unacceptable
2. How professional did the student intern behave?
Excellent Above Average Average Below Average Unacceptable
3. What is the level of the contribution of the student intern to your organization?
Excellent Above Average Average Below Average Unacceptable
4. What is your overall assessment of the student intern's performance?
Excellent Above Average Average Below Average Unacceptable
5. Additional comments (use the back or attach additional pages as needed):

Site Supervisor's Signature

Date