

EAPS 895 Internship Online Fall 2018

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I do not have specific office hours as I am typically on campus Monday through Friday 8:30-4:00.
Feel free to stop by or call/email for an appointment.

**You are responsible to complete a total of 195 hours
(roughly 15 hours x 13 weeks), earn 120 points, and receive a satisfactory evaluation
from your supervisor to pass the course.**

Assignments-

All assignments are due no later than 8:00 am the day they are due. Due dates are a Monday unless noted.

September 4 (note this is a Tuesday)-

Due:

- Internship Agreement
- Introduction Assignment (10 points):
 - ❖ What is your background?
 - ❖ Are you: international education management, higher ed, k-12 or policy?
 - ❖ What semester are you in/plan on graduating?
 - ❖ Where are you interning?
 - ❖ Is this a new site for you?
 - ❖ What do you expect to learn?
 - ❖ What do think you will do?
 - ❖ Why do you want to work in education?

September 10-

Read: <http://www.lirjournal.org.uk/lir/ojs/index.php/lir/article/view/557/593>

Due: Practice Article Assessment (see below)

10 Points

September 17-

Due: Journal

10 points

September 24-

Read: Comments from practice assessment and reply back

Due: Article Assessment 1 (see below)

10 Points

October 1-

Due: Journal

10 points

October 8-

Read: Comments from assessment 1 and reply back

Due: Article Assessment 2 (see below)

10 Points

October 15-

Due: Journal

10 points

October 22-

Read: Comments from assessment 2 and reply back

Due: Article Assessment 3 (see below)

10 Points

October 29-

Due: Journal

10 points

November 5-

Read: Comments from assessment 3 and reply back

Due: Article Assessment 4 (see below)

10 Points

November 13 (note this is a Tuesday)-

Due: Journal

10 points

November 19-

Read: Comments from assessment 4 and reply back

Due: Article Assessment 5 (see below)

10 Points

November 26 (note this is a Tuesday)-

Due: Journal

10 points

December 3-

Read: Comments from assessment 5 and reply back

Due: Article Assessment 6 (see below)

10 Points

December 10-

Due: Final and internship evaluation (see below)

Journals (60 points total)-

An entry is due **every other week** by Monday at 8:00 am and should be submitted via BlackBoard.

There are two parts required of the journal:

1. Technical-

This part should be the days, times and number of hours completed that week. It should also consist of activities/duties performed. This section should be as detailed as possible as this will be a record for you to use to update your resume at the end of the course. You want to be sure you do not forget anything that you do! There is no minimum page number for this part as some weeks you may do more than others.

2. Reflective-

This part should be a discussion about the experience that week such as challenges, things you learned (about the job, managing people, the “office”, a certain subject etc.), things you would change, things you enjoyed or even something you hated. This second part should be at least 2 pages and be reflective in nature.

Practice Article and Article Assessments 1-6 (70 points total)

In any job it is important to find, assess and disseminate information on various topics. Although the web can sometimes be helpful when seeking information, many times a research project or study is better suited for what you may need. For this course, you will be required to find five (5) articles from peer reviewed journals that are RELATED TO YOUR INTERNSHIP and assess them in 4-6 pages (double spaced). It is only required to assess one article for each assignment. For the Practice Assessment, you do not need to find an article, but will assess the reading listed for September 10 on BlackBoard. Your assessments should include:

1. A very brief summary of the article (one or two paragraphs)
2. How the article relates to your internship (except the practice assessment)
3. What are the strengths of the study? Weaknesses/problems? (examples: was the methodology flawed? Was the study too broad or narrow? Were there biases? Were they funded by someone that may have swayed the results?) When addressing weaknesses, do not be afraid to be harsh; just because the article was published doesn't mean it is perfect.
4. Would you change any part of the study?
5. How would you expand on or improve the study?
6. How can you use this study in your internship?
7. Any other critique of the study/article

You only need to formally cite the article once in your assessment. I assume when you say “the study” or “the authors” in your paper, you are still referencing the same article. I will reply to your assessment with follow-up questions or comments to help you think through the article or your assessment style etc. You need to reply by the next assessment to receive credit for the assignments.

Internship Evaluation- December 10

Your site supervisor must complete the form and return it to me by email, fax or mail. December 10. **I will email you the form as we get close to the due date.**

Final (10 points total)- December 10

The culminating project of the course is a reflection paper about your internship experience. Although you do not need to do a literature review for this paper, be thoughtful in your writing so you can get the most out of your experience. This paper should be 4-6 double spaced pages. If you use sources for anything (you do not have to as this is not a lit review), please be sure to correctly cite them. December 10.

Here are some suggestions of items to address but please feel free to go beyond this list:

1. What were your goals for taking this internship?
2. Did you accomplish these goals?
3. What did you expect to learn?
4. What did you actually learn?
5. Would you do this internship again? Why or why not?
6. Was it what you expected?
7. Would this office, type of job, organization be something or someplace you would consider for a job?
8. What are your plans after this course? Are you looking for job? Continuing with school?

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**You are reasonable to follow the Standards of Academic Integrity Policy (www.albany.edu/studentconduct/standards_of_academic_integrity.php)
Violations may result in a failing grade for the course.**

Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodation in this class, please notify the Director of the Disability Resource Center. That office will provide the instructor with verification of your disability, and will recommend appropriate accommodations.