

APPENDIX B

Example Internship Organization

Key components for formalizing the internship/field experience follow.

- The internship should have both an on-site and a faculty supervisor. Other options are appropriate. For example, if the internship is built within the advisor's research team, the on-site member may be the advisor, but other team member should be considered.
- The internship should be different from the student's present position and should be related to the student's doctoral goals and coursework.
- A plan for the internship should be developed by the student, the chair of the Program Advisory Committee, and the on-site supervisor. The plan should include the following:
 - a. Objectives
 - b. Activities to meet objectives
 - c. Schedule of activities
 - d. Description of how the internship matches the student's goals and coursework
 - e. Description of the evaluation which indicates, at a minimum, how the objectives will be met and the number of times the internship site will be visited by the faculty supervisor.
- A copy of the internship plan will be distributed to the on-site supervisor, the student, the Program Advisory Committee, and the Education Advising Center prior to the beginning of the semester in which the internship is to be done.
- A written summary of the evaluation should be filed with the Education Advising Center upon completion of the internship.
- Students should register for the appropriate program internship, depending on their area:

ECPY 782 -- for Counseling and Personnel Services
ELFH 690 or
ELFH 720 -- for Educational Administration

An internship should consist of a minimum of 3 course hours.