

COLLEGE OF EDUCATION, SPORT AND HUMAN SCIENCES

Department of Teaching & Learning

TCH LRN 590: Internship

Student Name:	WSU ID:	
Email:	Semester:	Year:
Graduate School Requirement for Full-Time Students:	Credits:	Hours per week:
Topic of Study:	Faculty Name:	

Note: 1 credit equals 3 hours of work per week.

Check the appropriate activities, documentation, and evaluation techniques to determine the successful completion of the independent study. (Check all that apply.)

Activity	Documentation	Evaluation
<input type="checkbox"/> Observe instructional activities.	Written documentation of observations and/or reflection.	Assessment of the observations and/or reflections will be determined using a checklist based on a rubric that is aligned with the focus of the tasks. (Attach a copy of the checklist.)
<input type="checkbox"/> Develop/revise instructional activities.	Completed tasks.	Assessment of the tasks will be determined using a checklist that describes the activities and tasks. (Attach a copy of the checklist.)
<input type="checkbox"/> Facilitate instructional activities.	Completed tasks.	Assessment of the tasks will be determined using a checklist that describes the activities and tasks. (Attach a copy of the checklist.)
<input type="checkbox"/> Grade assignments and/or provide student feedback.	Completed tasks.	Assessment of the tasks will be determined using a checklist that describes the activities and tasks. (Attach a copy of the checklist.)
<input type="checkbox"/> Other: Describe in detail the activities, documentation and evaluation techniques. Attach documents, if needed.		

Description: Include project goals, completion plan, supervision plan, required resources, and time commitments.

Evaluation: Describe the specific performance criteria for the evaluation.

Student Signature: _____

Faculty Signature: _____

Department Chair Signature: _____

1. Student: After enrolling in the dissertation credits, work with advisor to complete the form. Then, email the completed and signed form to your advisor ASAP.
2. Advisor: Sign and date the form. Send a copy of the form to Miguel at miguel.negrete@wsu.edu by the 5th day of classes or before. Include your advisee on the email to Miguel so that everyone has a copy.

TCH LRN 590: Internship – Activities & Evaluation

Student intern: _____
Internship course prefix, number, title: _____
Internship start date: _____
Internship end date: _____
Faculty supervisor: _____

I. *Instructions:* Check off any duties/ responsibilities agreed upon for the period of the internship. Add details where necessary.

- Syllabus creation
- Course schedule development
- Developing instructional tasks
- Implementing instructional tasks
- Developing instructional materials
- Applying instructional materials
- Grading/Providing student feedback
- Taking attendance
- Student conferencing
- Managing group work
- Leading discussions
- Assigning homework
- Giving lectures
- Other

II. *Instructions:* This course may only be taken S/F. Describe the rubric or other evaluation technique that will be used to assign a course grade.

TCH LRN 590 Internship Evaluation Form

Student intern: _____
 Internship course prefix, number, title: _____
 Internship start date: _____
 Internship end date: _____
 Faculty supervisor: _____

To be completed by the student after the internship experience.

Instructions: Evaluate your internship experience on the following scales by placing an X in the appropriate box in each row. Your answers will help us ensure that future internship experiences are useful and effective. Add any comments in the comment boxes or on the back of this form.

A. My internship experience helped me to develop/learn...

	Yes	Somewhat	No	Comments
Problem solving skills				
How to work with and for others				
Classroom management skills				
Time management skills				
Writing skills				
Oral communication skills				
Analytical skills				
How to complete assignments				
How to set and meet goals				
How to meet deadlines				
Leadership skills				
Other:				

B. My internship supervisor...

	Yes	Somewhat	No	Comments
Approached this internship as a learning experience for me				
Provided necessary guidance and direction throughout				
Was available for questions				
Was approachable				

	Yes	Somewhat	No	Comments
Encouraged me to set and reach my goals				
Discussed my performance with me in a constructive manner				
Provided me with necessary training and resources				
Gave me challenging tasks to perform				
Other:				

C. General Evaluation

	Yes	Somewhat	No	Comments
This internship experience was appropriate for my career interests				
I felt that I was prepared academically for this internship				
I acquired new skills that will be helpful to me in my future career				
I would recommend this internship to other LLT doctoral students				
Overall, this internship was a beneficial experience for me				

D. Additional Questions

1. How would you rate your own performance during the internship?

Unsatisfactory Below Average Average Above Average Excellent

Explain:

2. What aspects of your internship were most beneficial? Why?

3. What suggestions for improvement would you like to offer with respect to this internship?
