

# **Internship Booklet (140 hour internship)**

## **M.A. in Educational Technology**

### **Concordia University**

#### Contents:

#### **Section 1: General Information**

Introduction to Internship I .....2

People Involved in the Internship Process.....3

How to Obtain an Internship .....3

#### **Section 2: Internship Procedures**

The Internship Proposal.....3

Internship Logs.....4

The Internship Report.....5

Performance Evaluation.....5

#### **Appendices**

Internship I Proposal Acceptance Forms .....7

Internship Performance Appraisal Form .....8

## Section 1

### Introduction to Internship ETEC 790 (140 hours)

This booklet provides you with information you need to begin to plan your internship experience in the M.A. Program in Educational Technology. You will also use it as a reference for procedures and formats that you must follow at various stages of the internship.

**Internship I** (ETEC 790) is a 3 credit non-course component compulsory for all students registered in Option A (thesis option) and requires a minimum of 140 hours work on an educational technology project

You may begin ETEC 790 after completing all core courses (Learning Theories, Research Methods and HPT), providing you possess the abilities required for the internship project. Internships are not constrained by the course calendar. Once you meet the basic requirements, you can undertake an internship at any time during the course of a year, including the summer. Credit is granted upon completion of the internship, and subsequently recorded in your University transcript.

**\*\*\*Please note that if you are currently employed, your employer may not be your internship host unless he/she agrees to provide you with a project that clearly exceeds your regular duties and that provides you with an opportunity for new learning.\*\*\***

The people involved in the internship process are the following:

- **Intern** — You, the student undertaking the internship.
- **On-Site Supervisor** — A person in the *host organization* responsible for supervising your work during the internship (this may be a faculty or staff member at Concordia for projects at the University). The on-site supervisor manages your day-to-day activities, arranges resources (both physical and human), determines project milestones, and provides feedback on your progress, including a final evaluation.
- **Faculty Supervisor** — An Educational Technology faculty member responsible for overseeing the selection of an appropriate internship opportunity, negotiating duties and working conditions, providing support on academic and other issues, and monitoring your progress. For the ETEC 790 Internship, the faculty supervisor may be either your thesis supervisor or the Graduate Program Director.

- **Internship Coordinator** — The Coordinator plays a significant role in finding and posting appropriate internship opportunities, communicating with students, faculty and host organizations, monitoring internee progress, maintaining records, and ensuring the timely completion of the internship process.

### **How to Obtain an Internship**

Matching students to internship opportunities involves careful negotiation to ensure the experience will benefit all participants. Accordingly, the Educational Technology Program cannot guarantee you an internship with a particular host organization.

1. Assess your options. Ideally, your internship will provide a learning experience that suits your abilities and interests. At least one term prior to the date you wish to begin your internship make an appointment with the Internship Coordinator to discuss your interests and options.
2. Once you have a clearer idea of the type of internship you are interested in, you should be able to locate internship opportunities in one of two ways:
  - a) Check the Internship Postings in the Internship Conference on a regular basis
  - b) Conduct your own search for internship opportunities. The Internship Coordinator is available to provide you with guidance and assistance During this process

Once you have identified a potential internship suitable to your needs and capabilities, contact the Internship Coordinator and your faculty supervisor (either your thesis supervisor or the Graduate Program Director) to discuss the suitability of the opportunity.

### **You have found an internship, now what?**

Prepare an Internship Proposal providing information under the following headings. You should be able to condense this information to 1-2 pages. The first draft of your Internship Proposal should be submitted to both your Faculty Supervisor and Internship Coordinator within the first week of your internship.

- A) **Work Context** Name and role of the host organization.

**B) Expected Duties and Outcomes** List educational technology related tasks and deliverables

**C) Match Between the Student's Capabilities and the Tasks to be Performed**

**D) “Gaps” Where the Project Will Constitute a Learning Experience for the Student**

Once all parties reach agreement on the proposal, complete a copy of the ETEC 790 Proposal Acceptance Form. A copy of this form is included in the Appendices.

As soon as you begin working on your internship, you will be responsible for maintaining a logbook. The logbook will serve two purposes:

a) recording the number of hours spent in activities that directly relate to the completion of the internship (bookable or billable hours). Related activities can include meetings, conversations with subject matter experts or other resource persons, time spent conducting library searches, time spent photocopying relevant materials and other components of a working day.

However, the following will not be considered bookable internship activities:

- Writing proposals or filling out registration forms
- Meeting with the Internship Coordinator or the faculty supervisor
- Updating the logbook
- Preparing the internship report.

b) documenting the challenges you face, how you deal with them, what role the literature or ETEC tools played in making decisions, your reflections on what you are accomplishing. This reflective part of your logbook can be updated daily or weekly. The log thus becomes a key aide-memoire when you come to write your internship report. The internship logbook will be included as an appendix to the report.

As you approach the required number of hours, inform the Internship Coordinator. The Internship Coordinator will ask the on-site supervisor to complete and return the Internship Evaluation form.

### **Small Internship Final Report**

Prepare a brief (3-4 page) report on your internship activities and outcomes, in the *Style Manual of the American Psychological Association* or other acceptable style.

Your report should focus on the description of the project and provide a comprehensive account of the activities carried out during the internship, typically in case study format. Appropriate references to any literature or other resources used to make decisions as the internship evolved should be included at appropriate points in the text. You may want to conclude with general reflections on the Internship process.

Both the internship proposal and the internship logbook should be included as an appendix to the report. In the introduction section, you can refer the reader to your appendices (e.g. the internship proposal) for background on the host organization, etc.

**The internship report must be submitted no later than 1 month after informing the Internship Coordinator that the internship has been completed. Failure to meet this deadline may result in you not receiving credit for the internship**

### **Performance Appraisal**

Monitoring will occur formally through the Internship Appraisal Form (copy in Appendices). This form will be presented to the on-site supervisor at the outset of the internship. At the end of your internship, the on-site supervisor will complete and sign the form, then return it to the Internship Coordinator for entry into your file.

A grade of PASS will only appear on your record once the “Performance Appraisal” form and your final report have been submitted and approved by your Faculty Supervisor.

## **Appendices**

**ETEC 790****Small Internship Proposal Form**

---

**Please provide all of the information required and return the completed registration form to Frederica Martin (848-2424 x 5701). Credit for ETEC 790 will not be considered unless this form is returned to the Department of Education prior to the start of the internship**

---

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Client Information: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

(Please sign)

Date: \_\_\_\_\_

Please provide a brief (2 page maximum) description that outlines:

- 1) The nature/problem of the internship
- 2) Your role/duties in addressing the problem.
- 3) The product as a result of your efforts.

**Concordia University  
Education Department  
Internship Performance Appraisal Form**

**Intern:** \_\_\_\_\_

**On-Site Supervisor:** \_\_\_\_\_

**Appraisal Key**

**1 Unacceptable Performance** Meets expectations only occasionally, results are unsatisfactory

**2 Marginal Performance** Occasionally does not meet expectations, improvements are required

**3 Competent Performance** Meets expectations, attains desired results

**4 Very Good Performance** Consistently meets or exceeds expectations, usually obtains better than Average results

**5 Exceptional performance** Consistently exceeds expectations, consistently attains superior results

Criteria						Comments
<b>General Performance</b>	<b>Unacceptable</b>		<b>Exceptional</b>			
1. Leadership	1	2	3	4	5	
2. Initiative	1	2	3	4	5	
3. Innovation/Creativity	1	2	3	4	5	
4. Judgment	1	2	3	4	5	
<b>Communication/Interpersonal Skills</b>						
1. Written	1	2	3	4	5	
2. Face to Face	1	2	3	4	5	
3. Work Relationships	1	2	3	4	5	
<b>Work Hours</b>						
1. Organization	1	2	3	4	5	
2. Flexibility	1	2	3	4	5	
3. Efficiency/Time Management	1	2	3	4	5	
4. Punctuality/Deadlines	1	2	3	4	5	
5. General Professionalism	1	2	3	4	5	
<b>Fulfilling Position Requirements</b>						
1. Background Preparation	1	2	3	4	5	

2. Adequacy of Pertinent Skills	1	2	3	4	5	
3. Quality of Work Performed	1	2	3	4	5	
4. Quantity of Work Performed	1	2	3	4	5	
<b>Additional Comments</b>						

Signature of Internship On-Site Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ (Please print)

Company/Organization Name: \_\_\_\_\_ (Please print)