

Internship Booklet (675 hour Internship)

M.A. in Educational Technology

Concordia University

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Introduction to the ETEC 791 Internship

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.

ETEC 791, Internship II is a 15 credit, non-course component compulsory for all students registered in Option B (Internship Option) and requires a minimum of 675 hours work on an educational technology project.

You may begin ETEC 791 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. You may approach any full time faculty member to request that he or she act as your supervisor.

- **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

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:

Check the Internship Postings in the Internship Conference on a regular basis.

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 to discuss the suitability of the opportunity. You must then identify a faculty supervisor. Your faculty supervisor should be a full-time member of the ETEC faculty with some expertise relevant to the internship.

The Internship Proposal

Prepare an Internship Proposal providing information under the following headings. Your proposal will run to about 4 pages plus a signature sheet (Internship Proposal Form). The first draft of your Internship Proposal should be submitted within the first 3 weeks 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

E) Specification of the Monitoring Process

E-mail and/or phone communications between the Internship Coordinator and the On-site Supervisor; and where possible, one on-site visit by the Internship Coordinator to monitor progress and performance. Submittal of logbook every 100 hours to Faculty Supervisor and Internship Coordinator.

F) Additional Considerations (where appropriate, remuneration, contractual responsibilities, insurance, security clearances, technological resources etc.). The D.O.E. Technical Manager must be notified if technological resources of the D.O.E. department will be used for internship purposes.

G) Identification of the Internship Team

Names and coordinates for the intern, on-site supervisor, faculty supervisor and internship coordinator

Once all parties have approved the proposal, complete a copy of the ETEC 791 Proposal Acceptance Form. A copy of this form is included in the Appendices. You will need to obtain the signatures of the Internship Coordinator, the On-site Supervisor, and Faculty Supervisor and return it to the Internship Coordinator.

During the Internship

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

a) to record 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) to document 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.

You can discuss with your Faculty Supervisor the format in which your logbook should be submitted. The logbook should be submitted every 100 hours to both your Faculty Supervisor and Internship Coordinator.

Performance Appraisal

The Internship Coordinator, your On-site Supervisor, and your Faculty Supervisor will all participate in monitoring your progress throughout the internship, both to ensure that your work on suitable projects meets acceptable standards and to ensure that you receive appropriate guidance and support. Monitoring will occur informally through communication and site visits, as appropriate; and formally through the Internship Appraisal Form (copy in Appendices). This form, together with information on contacting Internship Coordinator/faculty supervisor, will be presented to the On-site Supervisor at the outset of the internship. The On-site Supervisor will be able to use this form as a guideline for conducting informal evaluations of your progress. 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.

Section 3

Internship II Report and Presentation

The Internship Report and Presentation mark the culmination of your Internship. On completion of these final requirements you will receive an additional 6 credits towards your degree, recorded as **ETEC 792**.

The Internship Report

The Internship Report should contain sections or chapters covering the following topics. You can consult your faculty supervisor regarding details of style, length and layout. Please note that an acknowledgment page must not be included in your report until it has been approved and is ready to be bound.

Title page**Abstract****Table of Contents****1: Introduction**

This section should include a description of the host organization, the contracting process that led to the internship, the scope and objectives of the internship, and a summary of any background research or analysis that informed decisions about how to undertake the project's activities.

2: Description of the Project

This section should include 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, with an indication of how these resources added value to your work.

3: Reflections on the Internship Process

This section should address the following questions:

- What aspects of ETEC theory, research, and practice were relevant to this project?
- What specific components of the ETEC program were instrumental in preparing you to carry out the tasks required by the internship?
- Did you encounter major gaps between your preparation and required performance?
- How did you benefit from the internship?
- How did the host organization benefit from the internship?
- Did you encounter major problems in carrying out the internship? If so, how did you address them?

- Did the host organization encounter major problems? How did it address them?
- Given the opportunity to do the project again, what would you do differently?

4: Conclusions and Recommendations

Based on the experience gained during the internship, discuss recommendations you offer to:

- The ETEC Program
- The Internship component of the ETEC Program
- The Host Organization
- Future Internship students

5: References

6: Appendices (where applicable)

There are specific deadlines for the submission and presentation of the Internship Report. Please consult the Internship Coordinator regarding these deadlines.

The Internship Presentation

Upon completion of your internship activities and your Internship Report, you will give a presentation summarizing what you have accomplished. The audience will include your Internship Committee, consisting of your faculty supervisor, the Internship Coordinator (as Chair), and two other full time faculty members (as Readers). All members of the Committee must receive your report (paper or digital copy, as they request) at least two weeks before your presentation.

You may also invite your on-site supervisor, other people from the host organization, family and friends. Other Educational Technology students are encouraged to attend these presentations to learn about work being done in the Program, and to prepare themselves for their own presentations.

Format:

- Introduction by the Internship Coordinator (2 minutes)
- Your presentation (20 minutes)
- Questions from the Committee members (as required)
- Deliberations by the Committee (as required)
- Committee decision and conclusion

Your presentation should briefly summarize your objectives and what you have achieved in the internship. Remember that the Committee will have read the report, so you do not need to repeat that material in detail. You can focus on highlights, interesting issues, problems, lessons learned. You may also want to display some of the “deliverables” flowing from your work. Imagine that you are trying to convince your boss that the effort and resources you have spent have been worthwhile!

A question period, mediated by the Chair, follows your 20-minute presentation. When Committee members have finished their questions, the Chair will ask you (and members of the public) to retire so that the Committee can consider whether the work completed (report and presentation) meet the requirements for ETEC 792. At the end of the deliberations, the Chair will invite you to return to receive the decision (normally, *Congratulations!*). Any further requirements (such as amendments to your report) will be communicated to you by the Chair.

Upon completion of your presentation and acceptance of your report, you must collect the signatures from the Committee members on the specified signature page. The Graduate Program Administrative Coordinator will prepare the requisite forms to certify that you have met the requirements for the Internship component of your program. Finally, you must present at least two clean copies of your report to the Graduate Program Administrative Coordinator for binding.

You will be responsible for completing all requirements by the specified deadlines for graduation from the program. Please consult the Graduate Program Administrative Coordinator for details.

Appendices

ETEC 791 Internship Proposal Approval Form

Student Information (Please print clearly)

Student Name: _____

Student I.D.: _____

Faculty Supervisor: _____

Host Organization Information (Please print clearly)

Name of Organization: _____

Address: _____

On-Site Supervisor: _____

Title: _____

Phone: _____

Fax: _____

The undersigned have read the Internship Proposal prepared by the student named on this form and accept the Internship Proposal as the basis for which ETEC 791 Internship 11 will be undertaken by said student.

Faculty Supervisor _____ 20__

On-Site Supervisor _____ 20__

Internship Coordinator _____ 20__

**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
General Performance	Unacceptable		Exceptional			
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	
Communication/Interpersonal Skills						
1. Written	1	2	3	4	5	
2. Face to Face	1	2	3	4	5	
3. Work Relationships	1	2	3	4	5	
Work Hours						
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	
Fulfilling Position Requirements						
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	
Additional Comments						

Signature of Internship On-Site Supervisor: _____

Title: _____ (Please print)

Company/Organization Name: _____ (Please print)

Concordia University
Department of Education

This is to certify that the internship report prepared

By: _____

Entitled: _____

and submitted in partial fulfillment of the requirements for
the degree of

Master of Arts (Educational Technology)

complies with the regulations of this University and meets the
accepted standards with respect to originality and quality.

Signed by the final examining committee:

_____ Supervisor

_____ Reader

_____ Reader

_____ Internship
Coordinator

Approved by _____

Chairman of Department or
Graduate Program Director

Date Presented: _____