

**AUBURN UNIVERSITY
SYLLABUS**

1. **Course Number:** ADED 7920
 Course Title: Internship
 Credit Hours: 1-10 semester hours
 Prerequisites: Departmental approval
 Corequisites:

2. **Date Syllabus Prepared:** May 2014

3. **Texts:** None

4. **Course Description:**

Provides advanced students with supervised internship experiences in a school, college, or other appropriate setting. Evaluation and analysis of the internship experience.

5. **Course Objectives:**

Upon completion of this course, students will:

1. Possess self-confidence in their professional roles.
2. Develop confidence in performing the duties required of the career technical or adult education teacher, administrator, or curriculum developer.
3. Formulate educational, programmatic, and/or administrative objectives and develop instruction, curriculum, or activities to attain the objectives.
4. Apply educational instruction, curriculum planning, and/or administrative research findings as they relate to career technical programs or to adult education programs.
5. Evaluate the use of educational instruction, curriculum planning, and/or administrative activities as related to the internship.

6. **Course Content:**

The student will be placed in an approved internship site in his/her area of specialization to be in compliance with certification and/or degree requirements. The student will be supervised by the program teacher (cooperating teacher) or mentor and a University faculty member.

7. **Course Requirements:**

Course requirements will be determined by the major professor and the student's graduate committee prior to the student's placement in the internship site. The internship and subsequent course requirements will be determined so as to meet certification and/or degree requirements.

8. **Evaluation:**

The final grade will be an S/U grade.

The student will be visited by the university supervisor as prescribed by certification regulations during the internship period. Based on observations, the university supervisor will evaluate the intern and discuss progress and suggest where improvement is needed. The cooperating teacher

or mentor will evaluate the intern on an ongoing basis during the internship. The final evaluation will be made through the efforts of both the university supervisor and the cooperating teacher or mentor. A student must receive an overall average score on the internship evaluation to receive a satisfactory grade. The final grade will be determined by the university supervisor.

9. Class Policy Statements:

A. Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence. 1. If an instructor chooses to require attendance, the attendance policy must be consistent with the university attendance policy. Instructors may not invoke grade penalties for appropriately documented excused absences.

B. Excused absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required.

C. Disability Accommodations: Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).

D. Course contingency: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

10. Justification for Graduate Credit:

Graduate students will have the opportunity to select and apply educational theories and practices and will be required to analyze and evaluate teaching strategies, educational resources, student's educational progress, curriculum development practices, and/or administrative procedures as appropriate to the individual student's internship.