**ADED 7920 – Professional Internship in Adult Education**

**Fall 2023**

**College of Education**

**Educational Foundations, Leadership, and Technology**

**Instructor: Dr. Jane B. Teel**

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**Office Hours**: Monday 2:00-4:00pm

Wednesday 1:00-12:00pm

*Most other times by appointment. Please schedule appointments by contacting me at* [*teeljan@auburn.edu*](mailto:teeljan@auburn.edu)*. Please do not email me through Canvas.*

**Course Title:** Professional Internship in Adult Education

**Credit Hours:** 1-3 semester hours **(It is your responsibility to check your schedule to make sure you are registered for the correct number of hours prior to the 5th class day of Fall semester.)**

**Prerequisites:** Departmental approval

**Text:** None

**Course Description**

Provides advanced ADED students with supervised internship observation experiences in an appropriate setting. This course includes reflection, evaluation and analysis of the internship experience.

**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 an adult education professional.
3. Apply educational instruction, curriculum planning, and/or administrative research findings to an observational internship experience in an adult education career opportunity.

5. Evaluate the use of educational instruction, curriculum planning, and/or administrative activities as related to the internship.

**Course Content**

The student will participate in an approved internship in his/her area of specialization to be in compliance with degree requirements.

**Course Requirements:**

1. In consultation with the course professor, select an approved internship site in your area of specialization to follow degree requirements.
2. Write a proposal that will guide the completion of the study.
3. Submit progress summaries by due dates.
4. Submit a Student Reflection paper.
5. Submit Supervisor Evaluation to course professor.

Following initial orientation meeting and instructor approval of the internship, internship progression will be based on the schedule below:

**Fall 2023 - Tentative Schedule**

**August 25 Internship Options Discussion Meeting**

(Dr. Teel is available August 21-25, 2023 to discuss your internship if discussion has not previously occurred. Please email Dr. Teel to schedule an appointment.)

**September 1 Internship Proposal due**

(Internship Proposal must be submitted and approved prior to the beginning of the internship. If the internship proposal is not submitted by the due date (or within 7 days of the due date, the student will be dropped from this course.)

**September 29 Summary #1 due**

**October 27 Summary #2 due**

**November 29 Student Reflection due**

**December 1 Onsite Supervisor Evaluation due**

The final evaluation will be made through the efforts of both the course professor and the onsite supervisor. A student must receive an overall average score on the internship evaluation to receive a satisfactory grade. The final course grade will be determined by the course professor.

**The final grade for the course will be based on the following:**

Internship Discussion Meeting 5 points

Internship Proposal 15 points

Summary #1 10 points

Summary #2 15 points

Onsite Supervisors’ Final Evaluation 30 points

Student Final Reflection 25 points

**Total Points** **100 points**

**The course will be graded Satisfactory (S) or Unsatisfactory (U).**

**Satisfactory: (S) = 80-100 points**

**Unsatisfactory: (U) – 79.9 and below**

**Class Policy Statements**

The following policies regarding attendance, excused absences, and assignment submissions will be adapted for the internship setting.

**Attendance:** Students are expected to attend all internship hours and participate in all internship responsibilities. Should students need to be absent for any reason, please contact the internship supervisor before missing that session. Please refer to the Student Policy eHandbook <http://www.auburn.edu/student_info/student_policies/#i> for guidelines on excused absences.

**Professionalism:**  As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

Engage in responsible and ethical professional practices

Contribute to collaborative learning communities

Demonstrate a commitment to diversity

Model and nurture intellectual vitality

**Assignment Submission:** All assignments should be submitted via Canvas

by the posted due date and time.

**The Internship Proposal must be submitted and approved prior to the beginning of the internship. If a proposal is not submitted by the due date or within 7 days of the due date, the student may not begin the internship and will automatically be dropped from the course.**

The following guidelines apply to late submission of assignments:

**A. Late submission of assignments for excused absences:**

***Late assignments will be accepted if you provide written documentation for your late work within one week (7 days) of the due date and the course instructor determines that the absence is excused based on Auburn University policy.*** *Please do not assume that your absence is excused.*

Once the excuse is submitted and approved following University guidelines, a new due date will be determined. Please refer to the Auburn University Student Policy eHandbook for guidelines on "Academic Regulations." <http://www.auburn.edu/student_info/student_policies/#i>

**B. Late submission of assignments for unexcused absences:**

***Late assignments will be accepted within one week (7 days) of due date for unexcused absences; however, 25% of the possible points will be deducted prior to grading.*** *No assignment will be accepted more than 7 days after due date unless your late submission meets the criteria stated for an excused absence.*

**Academic Honesty Statement**

All work is expected to be original and creative. Plagiarism and other forms of dishonesty will not be tolerated. The Department of Educational Foundations, Leadership, and Technology follow the guidelines for "Academic Regulations" as described in the Student ehandbook . You are responsible for knowing and adhering to those guidelines. Also, please refer to the following guidelines:<http://www.auburn.edu/student_info/student_policies/#i>

**Student Accommodations**

Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment with their break out session instructor during the first week of classes. If you have any questions about accommodations or need accommodations, please contact the Office of Accessibility: <https://accessibility.auburn.edu/Home/CampusAccessibility> 1228 Haley Center, 844-2096 (V/TT.)

**Contingency Statement**

If normal class activities are disrupted due to widespread 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 the syllabus and/or course assignments will replace the original materials.

**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.

**ADED 7920 - Internship Proposal Guidelines**

An internship proposal clearly defines the roles and goals of internships. It outlines the details and expectations of the student, instructor, and company/supervisor. It is important to write and develop your internship so that you make the most of your experience.  Your Internship Proposal must be submitted and approved prior to the beginning of your internship.

**\*\*\*If a proposal is not submitted by the due date or within 7 days of the due date, you may not begin the internship and you will automatically be dropped from the course.**

**The proposal should include the following components:**

**Introduction/ Position Description**

Include the following information:

* Identification of organization or company for which you will be working including a description of the organization.
* Explanation of your observation position including expectations for your internship by your internship on-site supervisor. How will this observation relate to your educational goals or career goals?
* Provide the name of your on-site supervisor and his/her contact information (phone number and email address) – This information should be listed and not included in the paragraphs.

**Internship Learning Goals/Objectives**

* Prepare 1-2 internship goals.  Goals are broad, generalized statements about what you want to achieve.
* For each goal you need a minimum of two (2) objectives. You may only have one goal with several objectives.

**Tentative Internship Schedule**

* Provide a list of the intended activities and events for your internship including the approximate timeframe for completion of the activities, events, and responsibilities for your internship.
* The timeframe may be specific dates, semester weeks (Week 1, Week 2, etc.), or based on Summary dues dates.
* The Summary due dates may be the easiest way to manage time and determine expectations by each of the 2 summaries: Summary 1 and Summary 2.