

## **AUBURN UNIVERSITY SYLLABUS**

1. **Course Number:** CTCT 4920/7920/7926  
**Course Title:** Internship  
**Credit Hours:** 1-10 semester hours  
**Prerequisites:** CTCT 6050/6056/5050 or departmental approval
2. **Date Syllabus Prepared:** Spring 2010
3. **Texts:** None
4. **Course Description:** Provides supervised internship experiences in a school 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. Have the ability to develop educational objectives and to develop instruction to attain the objectives.
3. Develop confidence in performing the duties required of the career technical teacher or adult education.
4. Develop an awareness of the sound counseling and guidance activities related to the career technical program or to the adult education program.
5. Develop competencies needed to manage the classroom.
6. For the career/technical intern, develop competencies as an advisor of the youth groups organizations.
7. For the career/technical intern, develop competencies needed to supervise students placed in work-based settings.

### **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 requirements. The student will be supervised by the program teacher (cooperating teacher) or mentor and a University faculty member. According to Alabama State Department Teacher Education regulations, the intern shall "...be full-time in the schools for a full semester....," **290-3-3.44(3)(f).**

## **7. Course Requirements:**

1. Plan instruction based on instructional objectives, develop instructional units and prepare lesson plans.
2. Provide instruction which includes varied teaching techniques and learning activities.
3. Evaluate student performance by preparing and administering test, assigning and supervising laboratory activities and assigning student grades.
4. Participate in activities of public relations promotional, and community involvement.
5. Seek contacts with teachers in other subject areas, attend faculty and professional meetings and participate in other professional development activities.
6. Display classroom management skills.
7. Participate in guidance activities related to the program.
8. For the career/technical intern, participate in and advise the youth program organization.
9. Participate in supervising students in their work-based activities.
10. Successfully complete the College of Education Professional Work Sample.
11. Successfully complete the Business Education Portfolio requirements.
12. Receive a success score on the midterm and final evaluation form completed by Coordinating Teacher and Supervising Teacher.
13. Submit weekly QUALITY reflections to discussion board by Sunday midnight.\*
14. Submit weekly lesson plans by Sunday midnight prior to teaching lesson.\*
15. Submit projected weekly planning log by Sunday midnight prior to teaching.\*
16. Submit actual Planning log by Sunday midnight after teaching.\*

\* LATE WORK WILL NOT BE ACCEPTED.

17. Have minimal number of absences from “Work.” You MUST contact instructor and cooperating teacher regarding absences.
18. Represent you, business education, and Auburn University in an ethical and professional manner.

**8. Evaluation:**

The final grade will be an S/U grade.

The intern 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 with the final grade to be assigned by the university supervisor. A student must receive an overall average (3) score on the College of Education Internship Evaluation form to receive a satisfactory grade.

**9. Class Policy Statements:**

Auburn University is committed to providing accommodations and services to students with documented disabilities. Students who have questions or need special accommodations to participate in distance education courses should contact The Program for Students with Disabilities, 1244 Haley Center, Auburn University, AL 36849; PH: (334) 844-2096; FAX: (334) 844-2099; E-Mail: haynemd@auburn.edu; URL: <http://www.auburn.edu/disability>.

**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, and students' educational progress.

**College of Education  
Department of Curriculum and Teaching  
Internship Placement Policy  
Distance Learning Alternative Master's Degree Programs**

**Applicants In State:**

**1. Applicants without teaching experience:**

- a. Must complete a full-time semester (in field) in an approved elementary and/or secondary internship\* site with an approved intern supervisor.

**2. Applicants who have acquired or are acquiring teaching experience:**

- a. Must have one year of documented full-time teaching\* experience (in field) or have completed one year of documented full-time teaching experience (in field) prior to the completion of the program.
- b. For those with approved teaching experience in lieu of the internship, credit hours equivalent to the number of internship credit hours must be taken to complete the total hour requirement for the program.

**Applicants Out of State:**

**1. Applicants without teaching experience:**

- a. Must complete a full-time semester internship (in field) in an approved elementary and/or secondary internship\* site with an approved intern supervisor.
- b. If an approved out-of-state internship site and supervisor cannot be secured, the internship must be completed in an approved site in Alabama.
- c. The distance learning programs in the Department of Curriculum and Teaching are designed to meet the state of Alabama certification requirements. Graduates of these programs are required to apply for Alabama certification upon graduation. Applicants from states other than Alabama will need to check with their respective state departments of education to determine specific certification requirements pertaining to their individual states.

**2. Applicants who have acquired or are acquiring teaching experience:**

- a. Must have one year of documented full-time teaching\* experience (in field) or have completed one year of documented full-time teaching experience (in field) prior to the completion of the program.
- b. For those with approved teaching experience in lieu of the internship, credit hours equivalent to the number of internship credit hours must be taken to complete the total hour requirement for the program.

c. The distance learning programs in the Department of Curriculum and Teaching are designed to meet the state of Alabama certification requirements. Graduates of these programs are required to apply for Alabama certification upon graduation. Applicants from states other than Alabama will need to check with their respective state departments of education to determine specific certification requirements pertaining to their individual states.

\* The internship or teaching experience must be appropriate to the degree program and meet Alabama certification requirements. *Approved C&T Distance Learning Programs 10/03 Updated 08/04*