



AUBURN UNIVERSITY SYLLABUS

1. **Course Number:** EDLD 7920
Instructor: Dr. David DiRamio
Course Title: Administrative Internship in Higher Education
Credit Hours: 3 semester hours
Class Meetings: Friday, January 14, 2011, Haley Center 4009 (Time: 11:45 a.m.)
Friday, April 29, 2011, Haley Center 4009 (Time: 11:45 a.m.)
Blackboard site: blackboard.auburn.edu
Office: Haley Center 4096, phone (334) 844-3065
Office Hours: Tues: 2:00 - 4:45 pm; Wed: 2:00 - 4:45 pm; and by appointment
E-mail: diramio@auburn.edu
Prerequisites: None
Corequisite: None
2. **Date Syllabus Prepared:** January 2, 2011
3. **Required Text:** none
4. **Course Description:** Opportunities for interns to put into practice knowledge and skills learned during graduate coursework.
5. **Course Objectives:**
 - I. Provide instructor with an initial letter from the supervisor of the student's internship describing briefly the work the intern will perform;
 - II. Keep a journal of activities in the internship (in Blackboard);
 - III. Arrange, if practicable, for a site visit by the instructor;
 - IV. Submit the journal (Objective II above) and a summary of the internship experience. The summary should be approximately five (5) pages in length;
 - V. Provide the instructor with an evaluation from the supervisor of the student's internship; and
 - VI. Dedicate approximately ten hours of internship activity each week to your assigned unit.

6. Course Content:

Each internship is a unique experience designed cooperatively by the student, instructor and/or advisor, and unit supervisor.

7. Course Requirements:

- I. Letter from the supervisor of the student's internship describing briefly the work the intern will perform.
- II. Keep a journal of activities in the internship to be submitted at semester's end.
- III. Summary of the internship experience. The summary should be approximately five (5) pages in length and is to be submitted at semester's end.
- IV. Provide an evaluation from the supervisor of the internship.

8. Grading and Evaluation Procedures:

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

Class participation and letter from supervisor.....	100 pts.
Evaluation.....	300 pts.
Summary.....	300 pts.
Journal.....	<u>300 pts.</u>
Total.....	1000 points

The following grading scale will be used:

900 - 1000	= A
800 - 899	= B
700 - 799	= C
600 - 699	= D
Below 600	= F

9. Class Policy Statements:

- A. Students are expected to attend all class meetings and participate in all classroom exercises (Tiger Cub, p. 73). Should students need to be absent for any reasons, please contact the course instructor before missing that class meeting.
- B. Students are responsible for initiating arrangements for missed work due to excused absences (Tiger Cub, p. 74)
- C. Students who need special accommodations should make an appointment to discuss the Accommodation Memo during office hours as soon as possible. If you do not have an Accommodations Memo, contact the Program for Students with Disabilities, in 1244 Haley Center as soon as possible. Telephone: 334-844-2096.
- D. All portions of the Auburn University Honesty Code can be found in the Tiger Cub (Title XII) will apply in this class.
- E. A grade of incomplete will not be given except under extreme circumstances as determined by the instructor.

10. Important Dates & Deadlines

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| January 14 | Week 1. Haley Center 4009. 11:45 a.m. Meet with instructor and other interns. Review internship expectations. |
| January 17
to April 28 | Internship with assigned unit. |
| April 29 | Week 15. Haley Center 4009. 11:45 a.m. Final meeting with instructor. All work due. |