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

**Summer, 2021**

**College of Education**

**Educational Foundations, Leadership, and Technology**

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

**Office:** 3006 Haley Center

**Email:** teeljan@auburn.edu

**Office Hours:** Tuesday 1:00-4:00pm

*Most other days and times by appointment. Please schedule appointment via email.*

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

**Credit Hours:** 1-3 semester hours

**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 be in compliance with 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 and instructor approval of the internship, internship progression will be based on the schedule below:

**Summer, 2021 Tentative Schedule**

**May 28 Internship Proposal due**

*(Internship Proposal must be submitted and approved*

 *prior to the beginning of the internship.)*

**June 18 Summary #1 due**

**July 12 Summary #2 due**

**July 30 Student Reflection due**

**July 30 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 Proposal 20 points

Summary #1 10 points

Summary #2 10 points

Onsite Supervisors’ Final Evaluation 35 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.

1. **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 [Student Policy eHandbook](http://www.auburn.edu/student_info/student_policies) for guidelines on excused absences.
2. **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:
3. Engage in responsible and ethical professional practices
4. Contribute to collaborative learning communities
5. Demonstrate a commitment to diversity
6. Model and nurture intellectual vitality

 3. **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 receive an unsatisfactory grade unless the student withdraws 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" Student Policy eHandbook

 **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.*

**4. 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 Policy eHandbook](http://www.auburn.edu/student_info/student_policies) . You are responsible for knowing and adhering to those guidelines. Also, please refer to the following guidelines:

[Academic Guidelines](http://www.auburn.edu/academic/provost/academicHonestyStudents.html) .

**5. Disability** **Accommodations**

Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment with me during the first week of classes. You will not be able to use your accommodations until you meet with me. If you have any questions about accommodations, please contact the Office of Accessibility [Accommodations](https://fp.auburn.edu/disability/) , 1228 Haley Center, 334-844-2096 (voice/TDD).

**6. 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.