

HIED 6/76594: Internship in College Teaching¹

The Internship in College Teaching and Learning is designed to provide qualified individuals with an opportunity to develop as university teachers, to gain teaching experience, and to document their teaching and professional growth through a mentored program which fosters reflection, self-evaluation, assessment, and revision. The internship experience is offered as a 3-credit hour course (HIED 6/76594 Internship in College Teaching), which includes the mentored teaching experience and development of a professional teaching portfolio. The Internship may be completed at Kent State University or another institution of higher education.

Objectives

To help individuals:

- Develop their teaching skills through (involvement with) design and delivery of a college course,
- Reflect, with input from a faculty mentor, on appropriate strategies to help students learn effectively,
- Evaluate their own teaching effectiveness and creatively revise their approaches for improvement, and
- Document their development as teacher-scholars through preparation of a well-designed teaching portfolio.

Internship participants are expected to apply the knowledge and skills gained in their discipline and in their Graduate Certificate in College Teaching courses. These include ability to:

- Use instructional strategies, materials, and experiences that foster high-level student learning at a level appropriate to course goals and students.
- Use formative and summative feedback from students, peers, and mentors to continually assess and refine their practice.
- Use appropriate assessment tools to monitor and document student learning.
- Apply knowledge of student learning, development, and diversity to instruction.

Internship participants are expected to meet all instructional, professional, and ethical standards and faculty expectations for their collaborating institution.

As a result of the internship, participants are expected to enhance their teaching knowledge and skills, refine their philosophy of teaching, enhance their skills as a reflective practitioner, enhance their understandings of the structure and functioning of institutions of higher education, and participate, as appropriate, in the broader life of the institution.

In the internship, there are three primary participants: 1) the Student, 2) the Faculty Mentor/On-Site Supervisor, and 3) the Instructor/Supervisor.

¹ Materials adapted from University of Kentucky's Practicum in College Teaching.

Student: The Internship student is a graduate student enrolled in the Certificate in College Teaching program at KSU and registered for HIED 6/76594. He or she has primary responsibility for constructing the internship experience, completing the internship, and providing evidence of having met the learning objectives required for academic credit. Specific responsibilities are outlined below.

Faculty Mentor: The Faculty Mentor is an experienced instructor employed at a college, university, or other higher education organization and serves as the “Site” Supervisor. He or she is responsible for working collaboratively with the Student to design the Internship experience, supervising and mentoring the Student throughout the term, and providing to the Student and Instructor/Supervisor both verbal and written constructive feedback and evaluation of the Student’s performance. Specific responsibilities are outlined below.

Instructor/Supervisor: The Instructor/Supervisor is the faculty member of record for the for-credit course and is employed by KSU. He or she reviews and approves the application and proposal plan as indicative of a potentially successful internship. The Instructor/Supervisor receives all documentation from the Student and Faculty Mentor throughout the term and monitors progress. It is the Instructor/Supervisor’s responsibility, in consultation with the Faculty Mentor, to assign and submit a final grade of S (satisfactory) or U (unsatisfactory) by the university grading deadline. The Instructor/Supervisor is also available to both the Student and the Faculty for discussion and support throughout the term.

Structure

The individual completing the internship must:

- Either have full responsibility for a course or sufficient access to and involvement with course design and delivery (instructional activities, assessment, evaluation, assignment of grades) for a complete course term (semester, quarter, or other session). The course must
 - Be offered at an accredited college or university;
 - Preferably be a 3+ credit course; however, 1-2 credit courses will be considered; and
 - Afford access to an individual who agrees to serve as mentor faculty.
- Engage in formative and summative assessment activities including:
 - Structured mid-term and end-of-term student feedback; and
 - Structured observations by and debriefings with mentor faculty.
- Develop and submit a professional teaching portfolio.

Grades for HIED 6/76594 will be developed in consultation with the mentor faculty and with the internship student. Final responsibility for grade assignment resides in the internship's university supervisor. No credit will be awarded for HIED 6/76594 until an acceptable teaching portfolio covering the teaching experience has been submitted. (Note: Because of differing schedules across academic institutions, this may mean that a grade of incomplete will be temporarily assigned until participants have completed all teaching assignments at their collaborating institution.)

When permission to enroll in HIED 6/76594 is granted, the participating Student will be asked to work with the Instructor/Supervisor (Certificate Coordinator) to identify an appropriate Faculty Mentor at the host institution. The Faculty Mentor and Student will develop and sign a mentoring agreement documenting expectations.

Prerequisites

Prerequisites for admission to the Internship include:

- Acceptance into Graduate Certificate in College Teaching
- Successful completion of 3 credits toward Certificate; preferred that students will have completed EDAD 6/76660: Faculty Roles and Responsibilities
- Completion of Application for College Teaching Internship
- Availability of appropriate internship position.
- Agreement of faculty mentor and submission of Internship in College Teaching (HIED 6/76594) Mentoring Agreement

Student Responsibilities

The Internship is a mentored teaching experience that not only immerses the student in teaching but also fosters reflection on the experience, provides structured feedback and plans for improvement, and guides students in developing a teaching portfolio. The internship requires that the graduate student assumes either full responsibility for a course or sufficient access to and involvement with course design and delivery, under the guidance of a mentor teacher.

Supervision for the internship experience is a joint responsibility of the Certificate Coordinator (“Instructor/Supervisor”) and the student's Faculty Mentor. Credit will not be assigned until the graduate student has submitted an acceptable teaching portfolio that includes the internship experience.

It is the responsibility of internship participants to ensure that they complete all professional responsibilities at their host institution, including:

- Adherence to institutional policies and procedures, including reviewing college catalog and faculty handbook;
- Fulfill all instructional responsibilities with a high degree of professionalism;
- Follow accepted guidelines and professional standards in their communications and relationships with students, faculty, administrators, and others;
- Become familiar with institutional goals, culture, and functioning, including various activities such as:
 - Visiting the library, media lab, instructional support centers, and technology facilities;
 - Attend relevant campus meetings (e.g., program/department faculty meetings) as appropriate and permitted;
- Meet deadlines;
- Take initiative to seek feedback and support from mentors, other faculty, and the university supervisor. The Student is advised to make an appointment with the program/department chairperson to discuss criteria used to recommend and select faculty for teaching positions;

- Keep mentors and their university supervisor aware of any issues that arise as part of their assignment;
- Communicate with Faculty Mentor and Instructor/Supervisor and ensuring that observations and other feedback mechanisms take place;
- Reflect on student, and mentor feedback and making adjustments as appropriate; and completing and submitting a professional teaching portfolio which includes:
 - Reflective journal on teaching practice (further guidelines will be provided by Instructor/Supervisor);
 - Statement of teaching philosophy;
 - Compilation of all course materials (e.g., syllabus, exams, assignments); and
 - Final synthesis paper connecting teaching practice with conceptual framework.

Faculty Mentor Responsibilities

It is the responsibility of the faculty mentor to:

- Provide the internship student with an appropriate orientation to the institution, course, and students;
- Conduct observations and provide feedback as delineated in the mentoring agreement;
- Provide a written evaluation of the internship student;
- Ensure that course evaluation takes place; and
- Consult with the university supervisor in assigning a grade for the internship student.

In addition, the mentor will hopefully serve as a potential professional reference for the internship student.

Instructor/Supervisor Responsibilities

It is the responsibility of the KSU Instructor/Supervisor to:

- Support participants in their identification of an appropriate internship experience;
- Work with mentors and participants in ensuring that internship expectations are explicit and agreed upon by all parties;
- Work with internship participants and mentors to ensure that the internship experience goes as smoothly as possible;
- Work with internship students to ensure a strong professional teaching portfolio on the internship experience; and
- In consultation with the mentor and internship student, assign a final grade upon completion of all course requirements.

For more information, contact Dr. Susan V. Iverson, Coordinator for the Certificate in College Teaching, at siverson@kent.edu or 330-673-0653.