Guidelines for

WED 595 – Professional Internship
Graduate Students in Workforce Education and Development
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SIU Graduate Catalog Description

Supervised professional experience in appropriate educational settings. May be conducted on- or off-campus.

Purpose

The internship experience is designed to develop professional skills, contacts, and references in your specialization through practical real world experiences that are not usually available in campus classrooms. It provides diverse opportunities to (a) work with and learn from university faculty engaged in professional activities other than classroom teaching, (b) work with and learn from other educational professionals in on- or off-campus settings, (c) earn university credit by working on goals or objectives established by the student rather than the university faculty, and (d) structure individualized academic programs to meet individual needs.

Objectives

As a WED Graduate Professional Internship student, you will complete the following objectives:

1. Negotiate an opportunity to develop skills, contacts, and references in your graduate program concentration area through practical real world experiences.

2. Participate in activities that support the specific learning objectives developed for the internship, complying with organizational expectations and departmental guidelines.
3. Accept and incorporate feedback on work performance, activities, and deliverables.

4. Reflect on the professional internship experience, including its value, problems or challenges, and your most valuable preparation via courses and activities in your graduate program.

**Types of Internships**

1. **Research** – Working with an experienced researcher in developing proposals, seeking financial support, carrying out a research project, reporting or publishing results.

2. **Supervision** – Working with an experienced supervisor in developing and organizing supervisory functions, such as those related to an organization or its personnel, facilities, students, or finances.

3. **Administration** – Working with an experienced administrator in performing a variety of educational responsibilities.

4. **Workshops** – Working with an experienced professional in developing, financing, presenting, or evaluating an educational workshop.

5. **Innovative Programs** – Participating in the operation of a new or experimental occupational education program.

6. **Special Populations** – Participating in the operation of a school or program devoted to the occupational training of physically handicapped, mentally
retarded, economically deprived, underemployed, senior citizens, etc.—private or public.

7. **Occupational Skills** – Participating in an industrial plant using new or sophisticated technology, robotics, computerization, etc., particularly having *hands on* experience with new equipment.

8. **Establishing new programs** – Being involved with needs assessment, developing, courses, selling, recruiting, obtaining approval (governmental or accreditation), planning facilities, etc., of a new occupational education program.

9. Other possibilities as identified by stakeholders.

**Characteristics of a Quality Internship**

As a WED graduate student, a quality internship opportunity and experience will have the following characteristics. That is, the internship must:

1. Contribute to your personal occupational or professional goals.
2. Give experiences and expertise not available in regular university classes.
3. Provide active participation or *hands on* activities.
4. Contribute a service to the participating agency and the on-site supervisor.
5. Assure the immediate observation of an expert in the content area of your internship.
6. Enhance your professional reputation and that of SIUC.
7. Increase your understanding of workforce education and development.
Limitations of WED 595

1. WED 595 cannot be used for student teaching.

2. WED 595 credits cannot be awarded for your present or immediate past paid work experience.

3. You may use your present job agency or institution for WED 595, only if your job or activities for internship are different from your paid job.

Personnel Involved in WED 595

There are three individuals involved in WED 595 Internship, including you – the WED Intern, the WED Graduate Internship Coordinator, and your on-site supervisor. Each has specific responsibilities.

1. **Intern** – You, the student completing an intern experience for SIU/WED Academic Credit.

2. **WED Graduate Internship Coordinator** – The person assigned by the Department Chair to coordinate WED 595 activities.

3. **On-Site Internship Supervisor** – The person at the site of the internship, who will be responsible for helping you plan activities that will meet the stated objectives. The intern will report directly to the supervisor.

Steps in Planning and Completing an Internship

Your internship planning must be completed no later than the end of the first week of the semester in which you are enrolled in the course. Working ahead is critical
to the success of your internship experience. No internship hours may be logged before you have completed Assignment 1 and are approved to begin by the WED Graduate Internship Coordinator.

**Assignments**

Three assignments are to be completed for WED 595 during the semester in which you are enrolled.

1. **Assignment 1:**
   
   a. Establish personal occupational goals that are directly related to industrial, business or professional experiences.
   
   b. Discuss your goals with the WED Graduate Internship Coordinator.
   
   c. Find an educational agency and an on-site supervisor that could aid you in reaching your goals, in consultation the WED Graduate Internship Coordinator.
   
   d. Prepare a WED Graduate Internship Agreement that includes the objectives to be attained through the internship experience.
   
   e. Register for the appropriate number of semester hours of WED 595, Section 001. The number of semester hours must be part of your approved master’s or doctoral program. Plan to log 45 clock hours of work for each registered semester hour of credit.
   
   f. Prepare a WED Graduate Internship agreement.
g. Obtain signatures of the WED Graduate Programs Director, WED Graduate Internship Coordinator, your on-site supervisor, and sign it yourself.

h. Upload the following documents into your course in Desire to Learn:
   i. Your current vitae/resume.
   ii. Student Information Sheet.
   iii. Signed WED Graduate Internship Agreement.

2. **Assignment 2:**
   a. Contact the WED Graduate Internship Coordinator about scheduling an Internship Visit, the Coordinator, and your Internship Supervisor. You should have logged about half of the contact hours at the time of the internship meeting. The Internship Visit Agenda suggests topics for discussion at this meeting.
   b. Upload your Internship Log to date in Desire to Learn.

3. **Assignment 3:**
   a. Prepare an Internship Final Report of your activities, using the outline provided.
   b. Ask your on-site supervisor to complete the Supervisor Evaluation of Internship Form. You should meet with your supervisor to review that final evaluation. Both you and your supervisor should sign the form.
c. Complete your Internship Log, sign it, and secure the signature of your on-site supervisor.

d. Complete the Student Evaluation of Internship Form.

e. Upload the following documents in Desire to Learn on or before the Wednesday of Final Exam Week

   i. Internship Final Report

   ii. Completed and signed Supervisor Evaluation Form

   iii. Final signed Internship Log

   iv. Student Evaluation of Internship Form

   v. Supervisor Evaluation of Internship Form
Responsibilities of the WED Graduate Intern
How to Find a Professional Internship

The Workforce Education and Development Graduate Internship must be a well-rounded, academic learning experience. Implied in this expectation is that the student not be used primarily as a gofer or otherwise be employed in a succession of meaningless tasks. To that end, WED has specific expectations of graduate students enrolled in an internship opportunity.

1. Prepare a vitae or resume to present to prospective internship organizations. SIU Carbondale’s Career Services (careerservices.siu.edu/students/index.html) provides assistance with resume preparation, as well as other useful services.

2. Decide the type of internship in which you would like to participate. The Introduction to the WED Graduate Internship identifies at least eight different internship types. You should consider the concentration of your graduate program in this decision-making process.

3. Search for an internship opportunity using one or all of these resources. Pursue promising opportunities, but if one is not successful, move on to other options.
   a. Referral by current employees, such as family members, friends, former classmates, alumni, or mentors
   b. Internship Lists available from the WED Graduate Internship Coordinator
   c. Cold call contacts with an organization in which you have an interest to ask if there are internships available
   d. Internet listings on organizational websites
   e. Faculty members who teach in a concentration in which you want to complete an internship

4. Participate with your selected on-site supervisor in a frank and honest discussion about the specific requirements and expectations of the internship experience. Included should be what learning opportunities you will have, the hours and location of your work, expectations of after-hours availability, dress and grooming requirements, and the issue of punctuality, among others.

5. Develop specific learning objectives for your experience with the help of the WED Graduate Internship Coordinator and your on-site supervisor. Sign and secure the signature of your on-site supervisor for the completed WED Graduate Internship Agreement. Submit that document to the WED Graduate Internship Coordinator through Desire to Learn.

6. Keep an Internship Log of your clock hours for the internship. Schedule and participate in an Internship Visit with the WED Graduate Internship Coordinator and your on-site supervisor. The conference will be 30 minutes to 1 hour and for the purpose of discussing the internship progress. Below is the general Internship Visit Agenda:
a. Review of Intern’s Learning Objectives
b. Activities, deliverables, and contact hours completed to date
c. Intern’s compliance with expectations regarding hours of work, expectations of after-hours availability, dress and grooming requirements, and the issue of punctuality, among others.
d. Challenges or benefits that were part of or extraneous to the internship itself that had an impact on the intern’s experience

7. Prepare and submit through Desire to Learn no later than close of business on Wednesday of final exam week for the semester the following items: (a) WED Graduate Internship Final Report, using the outline provided; (b) final signed Internship Log; and (c) your Student Evaluation of Internship form. Incomplete internships will not automatically be given a grade of incomplete (INC). This option must be approved in advance by the WED Graduate Internship Coordinator. Internship course work that receives an INC that is not completed by the end of the subsequent semester will automatically convert to a letter grade of F on your transcript.

8. Report any problems or questions that might arise concerning the internship to the WED Graduate Internship Coordinator as soon as possible.
Responsibilities of the WED Graduate Internship Coordinator

The Department of Workforce Education and Development at Southern Illinois University Carbondale has expectations of graduate students enrolled in an internship opportunity. In support of those expectations, the WED Graduate Internship Coordinator has specific responsibilities.

1. The Coordinator is the instructor-of-record the WED 595, the internship course in which WED graduate students may enroll for academic credit. To that end, the Coordinator maintains the Desire to Learn course site for your submission of internship assignments.

2. The Coordinator will not assign you to a specific internship, but rather offer guidance and suggestions for specific locations that match your areas of interest and concentration in your WED graduate program.

3. The Coordinator will work with you and your on-site supervisor to develop specific learning objectives for your experience. After your submission of Assignment 1, the Coordinator will sign your completed WED Graduate Internship Agreement and approve your beginning the logging of clock hours.

4. The Coordinator will participate in an Internship Visit with the on-site supervisor and the student intern. The purpose of the conference (30 minutes to 1 hour) is to discuss the intern’s progress. Below is the general Internship Visit Agenda:

   a. Review of Intern’s Learning Objectives
   b. Activities, deliverables, and contact hours completed to date
   c. Intern’s compliance with expectations regarding hours of work, expectations of after-hours availability, dress and grooming requirements, and the issue of punctuality, among others.
   d. Challenges or benefits that were part of or extraneous to the internship itself that had an impact on the intern’s experience

5. The Coordinator will evaluate final course assignments and assign a grade for the internship. The Coordinator is the only person who can approve an INC grade for an internship. It is the intern’s responsibility to discuss specific needs in advance of the course completion date.

6. The Coordinator will address any problems or questions that might arise concerning the internship.
Responsibilities of the On-Site Supervisor

The Department of Workforce Education and Development at Southern Illinois University Carbondale has expectations of graduate students enrolled in an internship opportunity. In support of those expectations, the on-site supervisor of the sponsoring company, organization, or agency has specific responsibilities.

1. The organization sponsoring the student as an intern will provide a well-rounded, academic learning experience. Implied in this expectation is that the student not be used primarily as a gofer or otherwise be employed in a succession of meaningless tasks. In addition, we ask that you have a frank and honest interview with the student and explain the specific requirements and expectations of the internship experience. Included should be a discussion of what learning opportunities will be afforded the intern, the regular hours of work, expectations of after-hours availability, dress and grooming requirements, and the issue of punctuality, among others.

2. The WED Graduate Intern is required to develop specific learning objectives for their experience. Please work with your intern to develop those objectives and plan for as many opportunities for “hands-on” and participatory activities as possible to meet the student’s stated objectives. (A student should work approximately 45 clock hours for each semester hour of credit.) Along with your student intern, please sign the completed WED Graduate Internship Agreement; your intern will submit that document to the WED Graduate Internship Coordinator.

3. The WED Graduate Internship Coordinator will request an Internship Visit with you as the on-site supervisor and the student intern. Please work with us to schedule at least one conference (30 minutes to 1 hour) for the purpose of discussing the internship progress. Below is the general Internship Visit Agenda:

   a. Review of Intern’s Learning Objectives
   b. Activities, deliverables, and contact hours completed to date
   c. Intern’s compliance with expectations regarding hours of work, expectations of after-hours availability, dress and grooming requirements, and the issue of punctuality, among others.
   d. Challenges or benefits that were part of or extraneous to the internship itself that had an impact on the intern’s experience

4. You will be asked to evaluate the intern’s performance near the end of the internship. The WED Graduate Internship Coordinator will provide that form to you.

5. Report any problems or questions that might arise concerning the internship to the WED Graduate Internship Coordinator as soon as possible.
WED Graduate Internship Final Report Outline

I. Description of your Internship Site

II. Learning Objectives for your Internship Experience

III. Sample of Internship Deliverables

IV. Student Reflections about Internship Experience
   A. What value did your internship add to your knowledge and skills?
   B. What problems or challenges did you face in your internship?
   C. Which WED or SIU classes and activities best prepared you for this experience?
   D. What could the department have included in our curriculum to better prepare you for your internship?
   E. What particular challenges or benefits that were extraneous to the internship itself had an impact on your experience?

Note: Final Report is due to the WED Graduate Internship Coordinator no later than the Wednesday of finals week in the semester in which you are enrolled. All documents are to be submitted through Desire to Learn.