Application & Mentor Agreement  
Higher Education Administration - HIED 6/76594: Internship in College Teaching

Internship Student’s Name & Email ___________________________________________________
Faculty Mentor’s Name & Email _____________________________________________________
Internship Institution _____________________________________________________________
Course Name & Number _____________________________________________________________
Term & Year ______________________________________________________________________
Class Meeting Schedule _____________________________________________________________

List any discussion group leader, supervisory, or other activities that are considered part of the internship appointment:

Check the aspects of the course for which the internship participant will have either full responsibility or significant involvement.

- textbook selection
- syllabus development
- development of exams/assessments
- development of student assignments
- development of instructional materials
- classroom teaching (minimally 25% of class time required if face-to-face)
- assignment of student grades
- other noteworthy aspects of the course _____________________________________________

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.
• Provide a mid-term Observation of Teaching Evaluation (form will be provided), and meet with Internship Student to discuss the mid-term Observation of Teaching Evaluation. This form will then be given to the Internship Student as well as emailed to the Internship Supervisor.
• Co-construct (with Internship Student) an informal end-of-semester assessment of the Internship Student’s teaching to be completed by students in the course and submitted to Faculty Mentor. This feedback should be summarized in the final written evaluation of the Internship Student.
• Provide (via email) the Internship Supervisor and Internship Student a final written evaluation of the Internship Student.
• Consult with the KSU Instructor/Supervisor in assigning a grade for the Internship Student.

I understand the expectations and requirements of both the internship participant and the mentor, and I agree to these expectations and requirements

__________________________________________________________
Faculty Mentor’s Signature College/School/Department Date

__________________________________________________________
Internship Participant’s Signature Date

Return to: Judy Lightner at jlightn9@kent.edu or 222 Cartwright Hall, Kent State University, Kent, Ohio 44242.