Higher Education Administration
HIED 6/76594:
Internship in College Teaching Guidelines

The Internship in College Teaching 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 that 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,

1 Materials adapted from University of Kentucky’s Practicum in College Teaching as well as a prior handout created by Dr. Susan Iverson.
enhance their understanding 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 KSU Instructor/Supervisor.

**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.

**Faculty Mentor:** The Faculty Mentor is an experienced instructor employed at a college or university 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 KSU Instructor/Supervisor both verbal and written constructive feedback and evaluation of the Student’s performance.

**KSU Internship Supervisor:** The Internship 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 Mentor Agreement as indicative of a potentially successful internship. The Internship Supervisor receives all documentation from the Student and Faculty Mentor throughout the term and monitors progress. It is the Internship Supervisor’s responsibility, in consultation with the Faculty Mentor, to assign and submit a final grade by the university grading deadline. The Internship Supervisor is also available to both the Student and the Faculty Mentor for discussion and support throughout the term. The Internship Student and the Internship Supervisor will schedule a dialogue session (near the middle of the term) to discuss the student’s teaching internship to date and discuss personal expectations for the remainder of the semester.

**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 and must be a 3+ credit course (although courses with fewer credit hours may be considered).
- Engage in formative and summative assessment activities including: End-of-term student feedback; Mid-term and Final evaluations from the Faculty Mentor.
- Develop and submit a professional Teaching Portfolio.

Grades for HIED 6/76594 will be developed in consultation with the Faculty Mentor and Internship Student. However, final responsibility for grade assignment resides in the KSU Instructor/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 “in progress”
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 need to identify an appropriate Faculty Mentor at the host institution. The Faculty Mentor and Student will develop and sign the Application & Mentor Agreement documenting expectations.

Prerequisites

Prerequisites for admission to the Internship include:

- Acceptance into the Graduate Certificate in College Teaching
- Successful completion of 3 credits toward the Certificate; moreover, it is preferred that students will have completed EDAD 6/76660, Faculty Roles and Responsibilities
- Completion of the Application/Mentor Agreement for the College Teaching Internship
- Availability of appropriate internship teaching position

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 KSU Internship Supervisor and the student's Faculty Mentor.

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 KSU Internship Supervisor. Meet with Faculty Mentor to discuss mid-term Observation of Teaching Evaluation. Co-construct (with Faculty Mentor) an informal end-of-semester assessment of your teaching to be completed by students in your course.
• Keep the Faculty Mentor and the Internship Supervisor aware of any issues that arise as part of their assignment;
• Communicate with the Faculty Mentor and Internship Supervisor and ensure that observations and other feedback mechanisms take place;
• Reflect on student and mentor feedback and make adjustments as appropriate;
• Complete and submit a professional teaching portfolio which is inclusive of required documents as listed in the course syllabus. This portfolio will be submitted electronically to the Internship Supervisor by Friday of the last week of classes.

Faculty Mentor Responsibilities
• 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.

In addition, the Faculty Mentor will hopefully serve as a potential professional reference for the Intern.

Internship Supervisor Responsibilities
It is the responsibility of the Internship Supervisor to:
• Support participants in their identification of an appropriate internship experience;
• Work with the Internship Student to schedule and participate in the Supervisor and Student dialogue.
• Work with Internship Students and Mentors in ensuring that internship expectations are explicit and agreed upon by all parties.
• Work with Internship Students 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 has been created.
• In consultation with the Faculty Mentor and Internship Student, assign a final grade upon completion of all course requirements.

For additional information, contact Judy Lightner (Internship in College Teaching Coordinator and Internship Supervisor) at jlightn9@kent.edu or 330-672-1887.