

EDCT 692 – Computer Education and Technology Internship Theory into Practice

Course Credit: 2 hours

Field Work: Minimum 45 contact hours

The Computer Education and Technology Internship consists of on-the-job work done by interns who earn academic credit. The work is conducted in a specific setting supportive of the intern's professional goals and objectives. The Intern is expected to perform a particular function in an organization that has a definite educational technology focus and allows for the direct application of classroom knowledge and skills.

The Ohio University Master's Degree in Education, Emphasis: Computer Education and Technology has an internship requirement. Students seeking licensure endorsement in this degree area must work in a school setting.

Goals:

The primary goals of the EDCT 692 Computer Education and Technology Internship are:

1. to acquire first-hand knowledge about the field of instructional technology
2. to explore new professional activities and relationships
3. to apply conceptual knowledge and skills to the work environment
4. to experience the problems and successes of efficiently and effectively communicating within complex organizations
5. to move from theory to practice in your own personal development.

Students enrolled in the Computer Education and Technology Internship must be in the final year of the degree program.

Considerations:

Students already employed by a school system as a full-time employee, may complete the internship in the school in which they are employed. Students may NOT carry out the internship in their own classroom. A minimum of 45 contact hours is required for the internship. Activities carried out as part of the internship may NOT be a part of the person's normal contractual agreement with the school/organization. It is preferred that the work be completed in another building within the district or outside the district. Students enrolled in the Associates Program or holding a Graduate Assistantship contract may NOT use it as an internship.

Final approval of the Computer Education and Technology Internship rests with the student's advisor.

Procedure:

1. Develop a short summary paper of goals and objectives for internship
2. Complete Personal Data Sheet
3. Meet with your advisor to begin discussion of possible Internship sites
4. Finalize the location of the Internship with Advisor and Intern site
 1. Complete Memo of Understanding
 2. Provide Administrator Evaluation Form
5. Mail Memo of Understanding and Evaluation Form for Internship to site

Course Requirements:

1. Intern must work at internship for a minimum of 35 contact hours.
2. A journal must be kept of each time (day/hours) that the intern is at the internship site. The journal should be a reflection of the activities, opportunities, successes, failures that occurred at each meeting. This will be turned in at the end of the internship to the advisor.
3. The final paper is expected to be presented to the advisor at the end of the internship. The paper should be no more than 5 pages in length, in APA style and contain the following information:
 1. A rich description of the setting
 2. The goals, objectives and personal expectations of the internship
 3. The responsibilities of the intern in the setting
 4. A description of the activities/responsibilities as they were carried out by the intern.
 5. Observations that relate to the theory and practices of the use/integration of technology into educational/organizational settings (These should be supported by research and references.).
 6. A self-evaluation of the experiences
4. The paper is expected to be a thoughtful discussion of the internship experiences and how theory becomes practice in the classroom (or other internship setting).
5. The paper will be read by the advisor for credit.

Possible Internship Sites:

1. K-12 classrooms in the area
2. ACENET, ABLE
3. Center for Innovation in Technology and Learning (CITL)
4. Computer Support Services
5. Center for Academic Advancement

**EDCT 692 - Computer Education and Technology Internship
Personal Data Sheet**

Name: _____

Home Address: _____

Home Phone: _____

Email Address: _____

Internship Quarter/Year: _____

College Degrees Obtained:

Name of Institution Location Date Degree

Name of Institution	Location	Date	Degree

Professional employment experiences—start with the most recent:

Educational Technology Experiences:

Preferred Site of Internship: _____

Administrator's Name: _____

Administrator's Phone #: _____

Approved: Yes _____ **N0** _____ **Date:**

Student Signature:

Advisor's Signature: _____

Memo of Understanding

**EDCT 692 – Computer Education and Technology
College of Education
Ohio University**

Quarter/year: _____

Site: _____

Address: _____ **Phone #:** _____

City: _____ **Zip:** _____

This Memo of Understanding is entered between (site administrator)

_____ **and** _____,

an internship intern from the Educational Studies Department in the Master's Degree of Education Program, Emphasis: Computer Education and Technology. The site administrator understands that the intern named above will be participating in an internship in which a minimum of 35 contact hours is expected. The intern is expected to relate professionally and personally to all persons within the organization. The intern will be observing and carrying out activities within this organization. The intern is expected to exercise and initiate self-direction and to fully cooperate with the organization. It is expected that the organization will give the intern opportunities to grow in knowledge and skills appropriate to their degree program.

Intern's Signature: _____

Site Administrator Signature: _____

Ohio University Advisor Signature: _____

Date: _____