

Internship Guideline Booklet for Interdisciplinary Studies (INDS)

Texas Tech University Graduate School

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FORMS

- Intern Project Document Sheet
- Verification of Internship Site
- Supervisor's Evaluation of Intern
- Checklist

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GRADUATE INTERNSHIP PROGRAM

The internship is one of options for the “capstone” experience for graduate students in the INDS program. We hope it will be an interesting, challenging, and educational experience for all students. The internship allows the student to work and learn outside of the classroom at an approved site selected by the faculty and student. The internship will also extend a service to the host site/facility by providing a new source of practical experiences, leadership, and potential candidates for employment.

The internship serves three purposes:

1. To offer students the opportunity to learn new information and skills outside of the classroom.
2. To teach students how to apply the knowledge and skills learned through the INDS curriculum courses to “real life” situations.
3. To understand the student’s level of preparation to enter professional practice.

PROGRAM DESCRIPTION

An agreement and partnership is established between an approved facility and Texas Tech University (TTU). This agreement should be in the form of a written agreement between the internship coordinator and the facility (Verification of Internship Site Form). The internship should provide a comprehensive learning experience for a graduate student who is pursuing a degree in Interdisciplinary Studies.

The chosen site must be involved in the areas related to the students program of study. The students need to be supervised on a day-to-day basis by an experienced, qualified professional that is employed by the facility. The students will be interacting with real, not simulated, situations.

The student may choose to apply for an internship in Lubbock or elsewhere. Students may pursue internships at any approved location in the United States. Arrangements can be made for internships to be done outside of the U.S. and these situations are treated on an individual basis. Most internship locations, unfortunately, do not pay a stipend, however, there are locations that will pay a stipend and/or may offer other benefits such as housing. It is permissible to accept an internship that is paid or includes benefits.

The student must successfully complete at least **75%** of the study program courses prior to enrolling in the internship course. Each student must enroll in IS 5031 and complete an agreed upon number of contact hours at an approved internship site. This opportunity is available during one long semester or the long summer I session and must be completed within the semester in which the student is enrolled. Ideally, the internship should be completed in the students’ final semester before graduation. This is ideal, as the students will then be in a position to consider any job offers that may result from the internship experience. A minimum of 118 clock hours must be completed for the internship.

PROCEDURES

1. It is the responsibility of the faculty (Instructor of Record and/or Chair of the student's committee) and student to locate an internship site. The student is required to set up a meeting with the Graduate Program Advisor at least one semester before the last semester in which the internship is to be completed to discuss the internship and a decision must be made on the location of the internship.
2. The student must select a committee of three graduate faculty members and designate one of those faculty members as the chair of the committee. The student is responsible for providing the Graduate Program Advisor with the names and email addresses of their committee members (*Form for Reporting Document Title and Committee Members*)
3. Submit the *Course Request Form* indicating that you are requesting the course IS 5031 and identify the Professor who will serve as the Instructor of Record for the course the semester prior to the semester in which the internship will be completed
4. The intern must be supervised by an employee at the approved site who has the degree, licensure, and/or certifications to adequately supervise and work with the student.
5. If the internship is to be done at a site outside of Lubbock, arrangements must be made with the graduate advisor to meet **BEFORE** beginning any internship hours. Failure to comply may result in some hours not counting towards the internship requirements.
6. Provide each member of your committee and the Graduate Program Advisor with a copy of the *Intern Project Document Sheet* at the start of the semester in which you are completing your internship.
7. Provide the Instructor of Record and the Graduate Program Advisor a copy of *Verification of Internship Site Form* at the start of the semester in which you are completing your internship.
8. Provide each committee member, the Instructor of Record and the Graduate Program Advisor a copy of the *Supervisor Evaluation of Intern Form* after the completion of the required hours.
9. The student is responsible for submitting their written document a minimum of 3 weeks prior to the deadline to each of the members of your committee, the Instructor of Record and the Graduate Program Advisor, please include the checklist sheet provided in your forms packet.
10. The Graduate Program Advisor will be responsible for providing the committee members with the paperwork needed for graduation.

STUDENT INTERN RESPONSIBILITIES

1. Student will set up a schedule with the Site Supervisor who will be supervising them at the site/facility.
2. Dress neatly, professionally, and appropriately according to the Site Supervisor's instructions.
3. Complete and keep track of all hours applied to the internship.
4. Arrive on time for the entire duration of the internship hours. Students must not leave scheduled hours early or without approval from Site Supervisor.
5. If, for a legitimate reason, the student cannot attend that day, they must call in before the scheduled time of arrival to let the Site Supervisor know.
6. Keep all information concerning legal matters completely confidential. Interns may be asked to sign a "confidentiality" statement.
7. Accomplish tasks and assignments as outlined for intern by the Site Supervisor of the facility.
8. Complete all TTU requirements for the internship experience.
9. Talk to Site Supervisor in advance concerning school breaks...just because TTU has a break, it doesn't necessarily mean that the facility will allow you to take off.
10. Student must give their Site Supervisor the Evaluation Form (located in the Forms section of the Internship Guidelines) to complete. A copy of this form must be mailed, emailed or faxed directly to the Graduate Program Advisor, members of the committee and the Instructor of Record near the end of the internship.
11. Students should contact the Graduate Program Advisor immediately if the student is experiencing any difficulties with the internship or in completing the internship requirements.
12. Every student enrolled in an internship needs to use their designated TTU e-mail address. Students must check their e-mail on a daily basis for communication from the Graduate Program Advisor and respond according to instructions.

RESPONSIBILITIES OF SITE SUPERVISOR TO INTERN

1. Sign the Site Verification Form provided by the student.
2. Act in the capacity of a supervisor responsible for teaching, guiding, and evaluating the performance of the intern.
3. Make contact with the Internship Faculty immediately if there is a problem or concern with the intern.
4. Complete the Evaluation Form for the student intern at the end of the internship and provide a copy to the Graduate Program Advisor.

RESPONSIBILITIES OF THE GRADAUTE PROGRAM ADVISOR

1. Meet with the student prior to the start of the internship to discuss responsibilities.
2. Communicate regularly with intern via e-mail.
3. Provide the members of the committee with the paperwork needed for graduation

RESPONSIBILITIES OF THE INSTRUCTOR OF RECORD

1. Evaluate the written document
2. Assign a letter grade for the course

RESPONSIBILITIES OF THE COMMITTEE

1. Evaluate the written document using the rubric provided by the Graduate Program Advisor
2. In addition to the rubric, the chair of the committee must complete the comprehensive form to the Graduate Program Advisor by the set deadline

REQUIREMENTS FOR THE WRITTEN DOCUMENT

The written document must be submitted to the committee a minimum of *3 weeks* prior to the deadline as indicated by the academic calendar. The document should be written using the style source of your choice (i.e. APA, MLS, Chicago, etc), neat, typed, double-spaced, using correct spelling and grammar.

Specific items and order of items required for final project document

All of the following items must be included in the written document

Page 1: Intern Checklist Form found in the “Forms” section of this booklet. Leave this form blank, as it is what the course grade is recorded on.

Page 2: Title page including name of course, course number, student’s name, place of internship, and committee member (please indicate the chair of the committee) should be written using the style source of your choice (i.e. APA, MLS, Chicago, etc)

Page 3: Current resume

Page 4: Evaluation received from facility.

****Note:** *Divide each section with a divider and label each as Section 1, Section 2, etc.*

Section 1: Organization

- Describe the facility/organization

Section 2: Duties

- This section describes the activities/duties in which the student is responsible for
- Emphasize duties that are specific to your role as an intern

Section 3: Resources

- Provide a discussion regarding the resources that were needed and provided to you doing your time as an intern and how they were used to achieve your duties. (Examples: computer software, lab equipment, database system etc...)
- List any office equipment used
- Briefly discuss a specific item that is either “state of the art” or an item that is lacking at the facility and why it is needed if applicable

Section 4: Summary & Evaluation (must include the following)

- Discuss how your internship formulates the synthesis of your chosen subject areas.