

COMM499
TEACHING INTERNSHIP APPLICATION INSTRUCTIONS
DEPARTMENT OF COMMUNICATING ARTS
(Revised 9/2016)

INTRODUCTION

The Department of Communicating Arts offers a supervised teaching experience with a Master Teacher for those students who expect to teach college level courses or become Teaching Assistants as they continue their education.

ELIGIBILITY

You must be at least an upper level undergraduate or graduate student, a Communicating Arts Major or Minor to be eligible for credits under the teaching internship class designation. You must also have a minimum overall GPA of 2.5. You may sign up for up to three (3) credits for your internship.

PROCEDURE

It is the responsibility of the student to initiate the search for a teaching internship position. Your academic advisor MAY have information regarding available positions. The teaching internship experience should include, developing a contract which: 1) Establishes goals, 2) Sets the specific responsibilities that the intern will have in the course, and 3) Arranges individual meetings with the Master Teacher on a regular basis for evaluation of progress.

You must set up an appointment with your faculty Master Teacher. The Teaching Internship Application form should be initiated at the same time. You cannot register for a teaching internship without first submitting a completed, signed Teaching Internship Contract along with an attached itinerary of duties of the class you are interning to your Master Teacher. Summer Teaching Internships are to be handled with the Department Chair of Communicating Arts.

INTERNSHIP EVALUATION

The criteria for evaluating your internship experience must be established with your Master Teacher prior to registering for the internship credits, and must be a part of the contract submitted to your Academic Advisor.

TEACHING INTERNSHIP APPLICATION FORM
COMM499

NAME: _____ SID#: _____

LOCAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ OVERALL GPA: _____

MAJOR: _____ MINOR: _____

EMPHASIS: _____

Begin Date of Internship: _____ End Date: _____

COMM 499 _____ for 3 credits

Academic Advisor: _____

ATTACH A SHEET TO DESCRIBE IN DETAIL THE DUTIES AND RESPONSIBILITIES OF THE TEACHING INTERNSHIP.

CONTRACT APPROVAL

To the student: By signing this contract, you are agreeing to perform all the duties required of an intern in your internship placement as specified in your teaching internship contract. A **minimum 5 page typed report MAY BE REQUIRED by the Master Teacher.** If so, it is due by the end date of this internship. A written evaluation by the Master Teacher could be completed.

STUDENT'S SIGNATURE

Today's Date

To the Master Teacher: By signing this contract, you are agreeing to supply the student with guidance and supervision required for the work outlined above.

Is a typed report required? Yes No Will you complete an evaluation? Yes No

It is the responsibility of the student to return this completed contract to the Communicating Arts Office (HFAC 2100) to obtain a permission number to register.

Summer Internships ONLY are to be returned to the Department Chair of Communicating Arts.

MASTER TEACHER'S SIGNATURE

Today's Date

CHAIR, DEPARTMENT OF COMM ARTS SIGNATURE

Today's Date