COLLEGE OF EDUCATION DEPARTMENT OF EDUCATIONAL LEADERSHIP GRAMBLING STATE UNIVERSITY

APPLICATION FOR DOCTORAL INTERNSHIP

Type or word process			
Student's Name:	SSN:		
Address:Street	City	State	Zip
Major:	Option:		
Contact Information			
Home Phone:	Business Phone:	E-mail:	

Internship

Internship prerequisite: Advancement to candidacy for the EdD degree and approval of this application.

Internship requirements: The student must register for DEED 734 Internship. The internship must include a minimum of 150 clock hours and must be directly related to developmental education (programs or services for underprepared, at-risk or nontraditional postsecondary or adult students) or to learning assistance (learning support centers, programs or services) in an educational, social service or training agency.

It is the responsibility of the student and his or her major professor to identify the doctoral internship site and site supervisor. In collaboration with the site supervisor, the student and major professor will develop a list of objectives for the internship and identify the major types of activities in which the student will be involved.

The student should maintain a log of internship experiences (a sample log page is attached) and should save copies of major work products (reports, minutes of meetings, policy statements, curriculum documents, etc.) that will be useful when submitting the internship report (report outline is attached) at the conclusion of the internship.

Proposed Term for Internship:	
Term/Year	
Proposed Internship Site	
Name of institution or agency (specific department or program name):	
Location:	
Proposed Site Supervisor	
Name:	_
Title:	_
Address:	
Telephone: E-mail:	
Internship Objectives:	
Anticipated Activities:	
Signatures	
Student:	Date:
Site Supervisor:	Date:
Major Professor:	Date:
Approval	
Department Head:	Date:

Internship Log

Type or word	l process				
Student:			Site:		
Date	Hours	Activity(ies)		Work Product(s)	
				·	
Total Hours:					
Site Supervis	sor Confi	irmation			
			Signature/Date		_

(Additional pages may be necessary. Total hours and confirmation signature should only be on last page.)

Internship Report

When the internship is completed the student must submit a report to the major professor. The report should follow the outline below. The cover page of the report should include an approval lines for the major professor's and department head's signatures. After approving the report, the major professor will submit the report to the department head for his or her approval.

Report Outline

I. Cover page (see format below)

Internship Report

Internship Site
Institution
Department/Program
Address

Internship Site Supervisor
Name
Title

Internship Dates

Intern's Name
Submission Date

Approval

Major Professor

Department Head

II. Report

- A. Objectives of internship
- B. Major activities of internship
- C. Self-evaluation of attainment of objectives
- D. Competencies acquired or refined during the internship
- E. Implications of internship experience for personal career goals

III. Appendices

- A. Internship Log
- B. Significant work products (on CD or DVD)