

COLLEGE OF EDUCATION
DEPARTMENT OF DEVELOPMENTAL & HIGHER EDUCATION STUDIES
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 process

Student: _____

Site: _____

Date	Hours	Activity(ies)	Work Product(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Hours: _____

Site Supervisor Confirmation

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)

Doctoral 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)