

Mississippi State University
College of Education
COURSE SYLLABUS
EDA 8210 Internship

Course Information:

Instructor: Dr. Dan Stumpf

Course Description:

Intended for students in the Ph.D. program in Community College Leadership. The purpose of the course is to enable the student to acquire firsthand experience in community college leadership. The internship is conducted onsite at a community college under the supervision of a local community college administrator who will serve as the student's mentor. The internship may include a specific project based on the need(s) of the institution and agreement by the student, the local supervisor, and the instructor of record.

Objectives:

To provide the student in Community College Leadership with the opportunity to:

1. observe community college leaders in the performance of administrative duties;
2. participate in administrative activities under the supervision of a local community college administrator;
3. relate coursework in the doctoral program in community college leadership to observed performance of leadership on site;
4. develop an idea for a possible dissertation topic on the basis of observations and concepts arising from the internship experience.

Internship – EDA 8210 (Observation and Field Applications)

Student activities:

1. Prepare and have approved a written prospectus of the anticipated internship experience.
2. Create and maintain a journal of significant observations, impressions, and participation in leadership activities;
3. Shadow an administrator while the administrator engages in administrative activities, including such organizational processes as planning, organizing, communicating, supervising, and evaluating;
4. Submit a final report which should include (but not necessarily limited to):
 - a. Critical incidents occurring during the internship that served to highlight the student's experience;
 - b. The student's reflections on what was learned in the internship experience.

Assessment Rubric – Internship

	Exceptional (4 points)	Above Average (3 points)	Satisfactory (2 points)	Minimal (1 point)	Unacceptable	Total Points
4 points possible	Completed tasks and artifacts indicate student has in-depth knowledge of all tasks	Completed tasks and artifacts indicate student understands tasks	Completed tasks indicate student has satisfactorily grasped the meaning of the task	Completed tasks and artifacts indicate a minimal understanding of the task	Completed tasks indicated student does not understand the task	
4 points possible	All Items are included.	One item is missing.	Two items are missing.	Three items are missing.	Four or more items are missing.	
Total Points (8 possible)						

Total assessment score out of 8 points possible _____

Points	Percent	Assessment	Level
8 - 7	A - 90+	Exceptional	Exceeds Standards 4*
6 - 5	B - 80 - 89.9	Above Average	Meets Standards 3
4 - 3	C - 70-79.9	Satisfactory	Meet Standards but needs improvement (see comments) 2*
Below 19.6	0-69.9	Fail	Fails to Meet Standards Must Repeat Internship 1**

Comments:
