

Externship Handbook

Educational Specialist (EdS)

Department of Instructional Technology & Learning Sciences
Utah State University

Introduction to Externships

The externship experience is considered by the Instructional Technology & Learning Sciences faculty to be a vital option in the ITLS graduate program. The externship affords a unique opportunity for students to partner with businesses and industry.

The purpose of the externship is to provide students with an intensive experience outside the Instructional Technology & Learning Sciences Department in preparation for entrance into the professional world. Qualified students (usually near the end of their program of study) work for companies/organizations in the role of an Instructional Technologist or Learning Scientist. It is not expected that externs be experienced professionals, but that they apply the practical knowledge and skills they have gained thus far in their program to the work they perform for the externship.

For the organization involved, the externship program provides externs who are enthusiastic about their work and understand the newest developments and ideas in instructional technology and learning sciences. In some cases, the benefit continues beyond the externship, as some externs are hired full-time by the organization.

The Instructional Technology & Learning Sciences Department also benefits from the externship program. Having our students doing great things out in the field helps to maintain and promulgate the outstanding reputation of our program. Partnerships with companies in the field extend our opportunities for further involvement, research, and funding.

The externship program contributes to the advancement of our field and those whom we serve. Students with externship experience are well prepared to begin professional careers in Instructional Technology & Learning Sciences.

The remainder of this handbook details the policies and procedures of the externship option of the ITLS EdS degree program.

EXTERNSHIP PROCEDURES

The following sections describe the procedures for successfully completing the externship option of the Instructional Technology & Learning Sciences EdS degree curriculum. Note that forms referred to can be obtained from the ITLS department secretary or the ITLS website.

1. Selecting a Graduate Committee Chairperson

Select one of the department faculty to serve as your Chairperson. Make an early effort to get to know the various faculty members, so that you can select a Chairperson who shares your interests and with whom you are comfortable working. Your Chairperson will serve as a liaison between you and the externship organization. As such, your Chairperson is responsible for overseeing the externship, as well as approving and signing all paperwork.

2. Completing the EdS Degree Program of Study

After selecting a Chairperson, complete the Program of Study (PoS) for your EdS degree (see the department secretary or the School of Graduate Studies website). This document is an official agreement with the USU School of Graduate Studies that the courses listed therein will fulfill the requirements for the degree.

Work with the ITLS advisor to finalize your PoS. She will forward it to the School of Graduate Studies for final approval. Note that amendments to the approved program of study go to the School of Graduate Studies and a revision form which includes the signature of your Chairperson.

3. Finding an Externship

Finding an externship is the responsibility of the student. You should begin looking for an externship long before the actual starting date. There are resources available to you that may help you find an externship. Your Chairperson or other faculty members might be able to direct you toward an externship that matches your interests or expertise. Opportunities for externships are often advertised via the ITLS listserv. If you are not currently subscribed, contact the department secretary for information to join the ITLS listserv.

4. Applying for Externships

As mentioned previously, you should begin the externship application process as soon as possible in order to graduate in a timely manner. Companies may make "externship visits" to the department during the fall and spring semesters. During these visits, some companies conduct interviews for externship positions. However, *many* companies do not make these visits or initiate interviews. You are encouraged to send resumés to several companies, apply, and formally interview for a variety of externships that interest you. The more opportunities you make for yourself, the more likely you will find the kind of externship you want.

5. Formalizing the Externship – the Externship Agreement

Formalize your externship using the Externship Agreement (see Appendix or the ITLS website). This document outlines and contractualizes the basic expectations of the Extern, the Organization (the placement), and the Instructional Technology & Learning Sciences Department. After obtaining proper signatures, submit your Externship Agreement to your

Chairperson, together with the Externship Proposal (described below). The Externship must be formalized (accepted and signed) with all parties before the actual externship begins – exceptions to this rule must be approved by the Chairperson and the ITLS department head. Amendments to the Externship Agreement require the signature of all parties involved, and must be filed in the ITLS department with the original document.

Please note that the externship requires a minimum of 50 hours of work per credit to be completed; a 6-credit externship would be a minimum total of 300 hours. Externships must also be for 40 hours per week for at least a 14 week duration.

6. The Externship Proposal

The proposal should be 3-4 pages in length and should contain the following information:

- A brief description of the company/institution for which you will extern.
- A description of the work you expect you will be doing, including any known activities or projects you will be assigned to work on.
- A statement of your objectives and expectations regarding the externship experience – what you hope to get out of the externship.
- How you propose to evaluate your experience.

Attach your Externship Proposal to the Externship Agreement, (found in the Appendix), and submit these to your Chairperson. Remember, this must be done before the actual externship begins.

7. Evaluation of the Externship

Externship evaluations are vital to the success of the externship program. They ensure that the externship remains a beneficial experience for all parties, and serve as an indicator of your progress as a professional. Formal evaluations are conducted both midway through and at the completion of the externship (see the Appendix for the standard forms). Company-originated forms may be used in lieu of standard forms with prior approval from the Chairperson and department head. Additional evaluations may be scheduled at the discretion of the Organization. Submit the evaluations to your Chairperson.

During your externship you should keep a regular journal, as well as a running log of your hours worked. Your journal should reflect on your experience as an extern, including your work on projects, as well as application of theories and skills to practice. Give a copy of your journal to your Chairperson after every 50 hours of work completed for evaluation. A well-kept journal will facilitate the writing of your externship report (described below).

Ongoing (informal) feedback is encouraged. Should problems arise during the externship due to circumstance or grievance on your part, you should notify your Chairperson immediately in order to facilitate a timely resolution.

Aside from the various evaluations just described, you will also formally evaluate the externship experience in your Externship Report.

8. Guidelines for Writing the Externship Report

After completing your externship, write a summary report using the following guidelines:

- | | |
|---------------------------|-------------|
| 1. Cover Sheet/Title Page | 1 page |
| 2. Introduction | 1 page |
| 3. Externship Description | 2 - 4 pages |
| 4. Conclusion Evaluation | ½ - 1 page |
| 5. Recommendations | ½ - 1 page |

Total length 5 – 8 pages

The proposal should follow the writing standards outlined in the current *Publication Manual of the American Psychological Association* (APA). The APA manual describes and provides examples of current forms for citing references in text, listing references, headings, etc.

Margins, pagination, and typing standards should follow those outlined by the Publication Guide for Graduate Students at USU:

<https://usu.box.com/s/84z9u8fo2g9wxzcgchibx1skwvs1n7la>

In your introduction, state the purpose of the externship and relevant background information on both yourself and the externship. In the externship description, detail your involvement during all phases of the externship. In your conclusion, describe specifically what you learned from the project, and include an evaluation of the overall externship experience. Finally, based on your experience as an extern, give recommendations for future externs.

Submit your completed externship report to your Chairperson.

Appendix

Externship Time Line Checklist

(for 3 credit externship)

The following time line has been prepared as a sequential map of the steps necessary to successfully complete a 6-credit externship. The actions to be taken are to the left, with corresponding paperwork on the right.

Action	Paperwork
Select Chairperson	Program of Study for EdS degree
Find Externship	
Formalize Externship	Externship Agreement and Proposal
Begin Externship	
Submit 1 st Externship Journal (50 hours completed)	
Formal Midterm Evaluation	Externship Evaluation Form
Submit 2 nd Externship Journal (100 hours completed)	
Submit 3 rd Externship Journal (150 hours completed)	
End Externship, Formal Completion Evaluation	Externship Evaluation Form
Write Externship Report	
Submit Externship Report to Chairperson	Externship Report

Externship Agreement

Department of Instructional Technology & Learning Sciences Utah State University

The following is an agreement between the Externship Organization (Placement), the Department of Instructional Technology & Learning Sciences (Department), and the Extern. The agreement should be completed and filed with your Chairperson before the externship begins. After signing, any changes made to this agreement should be negotiated with all accountable parties with an addendum filed with the Chairperson.

Agreement of cooperation between the ITLS Department,

_____ and _____
Placement (Please Print) *Extern (Please Print)*

The Placement should:

1. Provide the Extern with an orientation to agency policies and procedures and inform Externs of changes in a timely manner.
2. Provide the Extern with access to offices, equipment, and work space appropriate to their position.
3. Treat Externs as employees of the agency with all the rights and responsibilities within the agency's power.
4. Employ the Extern between the dates of _____ and _____ for an average of hours _____ per week (Note: total hours must meet the 50 hours of work minimum per 1 USU credit requirement).
5. Offer the Extern the following salary: _____
6. Assign a person to supervise the Extern, and provide the Department and Extern with up-to-date contact information for this person.
7. Notify the Department and Extern of difficulties or necessary changes as soon as possible.
8. Formally evaluate the Extern both midway and at the termination of the externship.
9. Provide ongoing feedback about the externship program.
10. Ensure that the Extern's duties are in accordance with the AECT code of ethics.

The Department should:

1. Provide a faculty member to act as a liaison between the Extern and the Placement, and provide the Supervisor and Extern with up-to-date contact information for this person.
2. Facilitate the confidential handling of communications between the Instructional Technology & Learning Sciences Department, the Extern, and the Placement.
3. Monitor Extern's progress throughout the externship.
4. Notify the Placement and Extern of difficulties or necessary changes as soon as possible.
5. Take responsibility for assigning the Extern a grade.

The Extern should:

1. Follow the policies and procedures of the Placement.
2. Follow the policies and procedures of the Department.
3. Follow the AECT code of ethics.
4. Act as an employee of the Placement, including attending all requested staff meetings and supervision.
5. Formally evaluate 1) the Placement, 2) the Placement supervisor, and 3) the ITLS Department's externship program.
6. Notify the Placement and the Department of difficulties or necessary changes as soon as possible.

Please attach any additional comments and conditions specific to this contract.

Placement Representative Signature

Print Name

Date

Extern Signature

Print Name

Date

Chairperson Signature

Print Name

Date

Contact Information

Placement Representative

Name _____

Phone _____

Fax _____

E-mail _____

Address _____

Extern

Name _____

Phone _____

Fax _____

E-mail _____

Address _____

ITLS Chairperson

Name _____

Phone _____

Fax _____

E-mail _____

Address _____

Extern Evaluation Form
Section A

Section A is to be completed by the Placement Supervisor.

RE: _____ Number of hours completed: _____
(Name of Extern)

Please evaluate the extern by providing brief comments and/or recommendations for the following items. (Reverse side or attachments may be used if additional space is necessary.)

1. The Extern's performance as an employee of your organization (adherence to policies and procedures, ethical practice, etc.): _____

2. The extern's performance on their assigned work: _____

Please check the description below that best describes the Extern's overall performance/progress.

____ Excellent _____ Satisfactory _____ Unsatisfactory-Contact me

3. Additional comments, recommendations, or concerns: _____

Supervisor signature: _____ Date: _____

Extern Evaluation Form
Section B

Section B is to be completed by the Extern.

RE: _____ & _____
(Name of Extern) (Name of Placement)

Number of hours completed: _____

Please evaluate the externship by briefly responding to the following items.

1. What is your view of the Placement and your place within it? (Are you respected as an employee of the company?, etc.): _____

2. Evaluate your Placement Supervisor (Do they provide constructive/helpful feedback and support for your work? Are they available?, etc.): _____

3. Evaluate your assigned workload (Are the Placement's expectations appropriate? etc.): _____

4. Is the externship fulfilling your objectives and expectations? Have your objectives and expectations changed since beginning the externship? If so, how? _____

5. Evaluate your own performance as an extern: _____

6. Evaluate your progress as an instructional designer: _____

Extern signature: _____ Date: _____

Extern Evaluation Form
Section C

Section C is to be completed by the Chairperson

RE: _____ , _____
(Name of Extern) (Name of Placement)

Number of hours completed: _____

Please make an overall evaluation of the Extern based on the following information:

- Section A of the Externship Evaluation (submitted by the Placement)
- Section B of the Externship Evaluation (submitted by the Extern)
- Journal evaluations (submitted by the Extern)
- Any correspondence regarding the externship
- Your personal familiarity with the company, the extern, etc.

Overall Evaluation: _____

Please check the description below that best describes the Extern's overall performance/progress.

_____ Excellent _____ Satisfactory _____ Unsatisfactory

Additional Comments/Recommendations (if any, should be discussed with the Extern): _____

Chairperson Signature: _____ Date: _____