Teaching Internship Form

**APPENDIX I**

Rhetoric and Writing Graduate Program

## **Michigan State University**

The purpose of this document is to establish clear parameters, procedures, and outcomes for your teaching internship. A teaching internship typically involves three parties: The intern, the faculty member teaching the course, and a faculty supervisor. This document is a tool to be used by all three parties.

You may not enroll in 800-level internship credit until this form is completed and agreed to by all parties. Please submit the form to the Director of Rhetoric and Writing to sign; if approved, Melissa will process the paperwork and enroll you in internship credit.

ELIGIBILITY for a teaching internship: MA students who are in good standing in the program may intern in 100-, 200-, and 300-level courses; PhD students who have completed coursework and are in good standing in the program may intern in undergraduate and graduate courses.

# **Responsibilities**

Responsibilities are negotiable based on the scope of the internship and some responsibilities below may not apply or may be altered.

*Teaching faculty member’s responsibilities:*

* Engage and support the teaching intern in the tasks included below under student’s responsibilities.
* Be supportive of and encouraging toward the teaching intern in working with students and in carrying out specific tasks.
* Meet regularly to plan activities and provide feedback and evaluation to the teaching intern.
* Maintain a mentoring relationship with the teaching intern.
* Consult with the faculty supervisor as needed.

*Supervising faculty member’s responsibilities:*

* Serve as the faculty of record for the teaching internship (for WRA 893 if the student pursues academic credit for the teaching internship).
* Mediate, if need be, any questions or issues that arise in the context of the teaching internship.
* Meet regularly with the teaching intern to discuss the teaching internship.
* Review the teaching intern’s teaching/observation journal. Review and respond to any more formal teaching reflection/observation reports.
* Grade the teaching intern’s work across the internship; assess a final grade for the teaching internship at the end of the semester/the duration of the teaching internship.

*Teaching intern’s responsibilities:*

* Be involved in writing the syllabus for the course.
* Attend all class sessions; read the assigned course materials.
* Meet regularly with the teaching faculty member to discuss the class.
* Write a teaching/observation journal submitted to the professor at regular intervals; the student may also produce a longer, more formal teaching reflection/observation report.
* Prepare for and teach a limited number of class sessions, in consultation with the professor.
* Assist in the preparation of activities and assignments.
* Read (but not grade) student papers under supervision. *The instructor retains sole responsibility for grading of student work; this point must be made explicitly to all students in the course.*
* Read and discuss pedagogy-oriented material to supplement and support the teaching internship.
* Maintain confidentiality regarding information shared between the faculty member, teaching intern, and students.

**Teaching Internship Details and Description**

Please provide the appropriate contact information for the internship:

|  |  |
| --- | --- |
| Name of teaching intern: |  |
| Faculty teaching the course: |  |
| Course number and title: |  |
| Faculty supervisor for teaching internship: |  |
| Dates of teaching internship: |  |

 **Please provide the following information regarding the plan of work for the teaching internship.**

A good internship agreement will require dialogue between the student, the teaching faculty, and the supervising faculty to develop adequate answers to the following prompts. In general, the student is responsible for compiling responses and routing drafts of this agreement until consensus has been reached.

List and describe the learning goals for the teaching internship:

Describe the project(s) or work tasks that the intern will be assigned during the internship and anticipated deliverable dates:

List and describe the products the student will produce during the internship:

List the criteria that will be used to assess the teaching internship (note: the criteria should apply to the various tasks the teaching intern may engage in, and should resonate with the learning goals of the internship):

Describe how and when work, progress, and performance will be assessed and communicated during the internship (when feedback will be provided and how it will be delivered—e.g., in a meeting, in writing, both):

Describe how performance will be assessed and communicated at the end of the internship:

### **Credits and Enrollment**

|  |  |
| --- | --- |
| Student will not be enrolling in academic credit related to the internship: |  |
| If yes: Student requests enrollment in WRA 893 for the internship (indicate 1, 2, or 3 credits): |  |
| Semester of internship credit enrollment: |  |
| Faculty of record for WRA 893 (should be the same as the supervising faculty member): |  |
| Student number: |  |

### **Signatures**

|  |  |
| --- | --- |
| Name of faculty supervisor: |  |
| Signature of faculty supervisor: |  |
| Date: |  |

|  |  |
| --- | --- |
| Name of teaching faculty: |  |
| Signature of teaching faculty: |  |
| Date: |  |

|  |  |
| --- | --- |
| Name of teaching intern: |  |
| Signature of teaching intern: |  |
| Date: |  |

|  |  |
| --- | --- |
| Name of guidance/advisory committee chair: |  |
| Signature of guidance/advisory committee supervisor: |  |
| Date: |  |

|  |  |  |
| --- | --- | --- |
| **FOR OFFICE USE ONLY**  | **INITIALS** | **DATE** |
| Approved by program director:  |   |   |
| Filed by graduate secretary (paper and digitally):  |   |   |
| Student enrolled in WRA 893 (if requested) by graduate secretary:  |   |   |