High Point University School of Education

Education Studies Minor Student Internship Guidelines

Introduction

The student internship is a critical component of the education studies minor. High Point University recognizes the significance of this experience and strives to provide an internship experience that will maximize each student’s professional potential.

Selection of Internship Sites

Each student is responsible for meeting with the Education Studies Minor Internship Coordinator during the semester preceding the one in which the student will complete his/her internship. During this meeting, the internship coordinator will gain an understanding of both the student’s professional interests/goals as well as his/her schedule for the following semester. Keeping that information in mind, the internship coordinator will select and coordinate an internship site for the student. Note: Some internship sites require that their interns complete a criminal background check. It is the student’s responsibility to meet all deadlines and obtain all of the necessary documentation to complete the check.

Expectations of Student Interns

The internship requires 30 hours of work over the course of a semester. The student intern should display enthusiasm, initiative, and a positive attitude toward his/her colleagues. The intern should become familiar with all relevant policies, procedures, and practices of the internship site, as well as the site’s staff. Interns are expected to demonstrate appropriate personal hygiene and dress. Interns are expected to arrive to their site on time. If an intern is going to miss a scheduled day of work, the intern should notify their site representative as soon as possible.

While internships are unpaid, interns are not merely volunteers. Rather, they should assume professional responsibilities as determined in negotiation with the internship coordinator, site representative, and the student.

Transportation

Student interns must provide their own transportation to their internship site. If a student will not be able to provide his/her own transportation, the student should notify the internship coordinator prior to the coordination of the internship site, as that will impact site selection.

Role of the Internship Coordinator

The internship coordinator serves as a resource and support person to both the student intern and site representative. Interns will have regular contact with the internship coordinator throughout the internship period. The intern should notify the internship coordinator with all questions and/or concerns about the internship site and his/her responsibilities. Likewise, the site representative should contact the internship coordinator with any questions or concerns about the intern’s performance or responsibilities.
**Evaluation**

The internship coordinator will visit all internship sites for evaluative purposes at least two times over the course of the semester. The internship coordinator will also have regular contact with the site representative about the intern’s performance.

Interns are required to attend all scheduled meetings and internship workshops over the course of the semester. The internship coordinator will determine and grade all assignments relevant to the internship.