

## COMM 15000 PSI INTERNSHIP

Thank you for your interest in serving as a Personalized System of Instruction (PSI) intern for the Introduction to Human Communication Class (COMM 15000). This new method of instruction is based on The Keller Plan and the Mastery Learning Model. During PSI's fall 2009 pilot, we adapted the internship in important ways that have improved the classroom experience for students who worked with our excellent Communication Studies majors. Below is a list of some of the most important duties associated with your role as a PSI Intern. You will receive more information (including a syllabus) as the semester approaches.

First, you must complete the appropriate forms that indicate whether you plan to serve an internship, a practicum or an independent study. Communication Studies advisors can assist you with the application and the registration process.

Next, you will be assigned to a section of COMM 15000 based on your availability. You will meet in the classroom with the section instructor and your assigned 5 or 6 students twice a week. Your personal attention to your students' learning needs will make a tremendous difference for your students, and your experiences as an intern will enrich your academic life in profound ways.

Finally, you will earn the third hour of your internship by attending weekly PSI training sessions. These sessions prepare you for class activities planned by the instructor for the following week. Each week, you are given helpful tips and instructions regarding how to best assist the students and the instructor, which include the following:

1. Assist students with registration and navigation of the course website.
2. Assist students with preparations for graded assignments, including their Informative Speech, Persuasive Speech and Small Group Presentation.
3. Assist students with preparation for online unit tests.
4. Meet with students as they complete in-class exercises and activities.
5. Remind students of course policies (i.e. attendance policies).
6. Contact students to remind them of deadlines and the absence excuse policy.
7. Serve as a liaison between the instructor and your students regarding questions related to lectures and instructions.
8. Keep a weekly journal of your internship experiences.
9. Keep a notebook with your training materials.
10. Based on whether you are earning internship, practicum or independent study course points, you will be required to supply additional work as directed.

Given the importance of training to you and your students' success with this program, it is vital that you attend each of the weekly training sessions. However, if for any reason you cannot attend either a class meeting or your training session, you are required to contact the COMM 15000 instructor. You will need to meet with a fellow intern and the instructor to obtain any missed information and instructions.