

Application & Mentor Agreement - Higher Education Administration - HIED 6/76594: Internship in College Teaching

Internship Student's Name & Email _____

Faculty Mentor's Name & Email _____

Internship Institution _____

Course Name & Number _____

Term & Year _____

Class Meeting Schedule _____

Internship Student Responsibilities

In addition to classroom teaching (minimally 25% of class time required if face-to-face), the internship student will have either full responsibility or significant involvement in the following:

- ___ textbook selection
- ___ syllabus development
- ___ development of exams/assessments
- ___ development of student assignments
- ___ development of instructional materials
- ___ classroom teaching (minimally 25% of class time required if face-to-face)
- ___ assignment of student grades
- ___ other noteworthy aspects of the course _____

Internship Student will schedule a mid-term dialogue with the Internship Supervisor, Judy Lightner (see syllabus).

List any discussion group leader, supervisory, or other activities that are considered part of the internship appointment:

Faculty Mentor Responsibilities

It is the responsibility of the Faculty Mentor to:

- Provide the Internship Student with an appropriate orientation to the institution, course, and students.
- Conduct observations and provide feedback.
- Provide a mid-term Observation of Teaching Evaluation (form available to Internship Student at course Blackboard site), and meet with Internship Student to discuss the mid-term Observation of Teaching Evaluation. This form will then be given to the Internship Student as well as emailed to the Internship Supervisor, Judy Lightner jlightn9@kent.edu .
- Provide (via email) the Internship Supervisor (jlightn9@kent.edu) and Internship Student a final written evaluation of the Internship Student before the last Friday before finals week. Internship Student will provide this form.
 - o Co-construct (with Internship Student) an informal end-of-semester assessment of the Internship Student's teaching for students in the course to complete and submit to the Faculty Mentor. This feedback should be summarized in the final written evaluation of the Internship Student

I understand and agree to the expectations and requirements of both the internship participant and the mentor.

Faculty Mentor's Signature College/School/Department Date

Internship Participant's Signature Date

Return to: Judy Lightner at jlightn9@kent.edu or 222 Cartwright Hall, Kent State University, Kent, Ohio 44242