**EDUC 3012 Internship**

**Perry Guidelines for Laboratory of Practice**

To fulfill the requirements for EDUC 3012:

1. Read the general internship guidelines for your Cohort (see EdD resource folder).
2. Submit a brief proposal to your advisor about what you would like to do for your internship project. Include a description of the internship project as well as a rationale.
   1. Describe the relevance of the context and content of the internship
   2. A proposed timeline for participating in the internship experience
   3. How you will engage the journal
   4. Propose a timeline for completing the internship project
3. Once the proposal is approved, begin collecting relevant artifacts and reflections as appropriate.

**Learning Products– Reflective Journal & Conclusive Essay**

**Reflective Journal:**

Throughout your internship, you should be keeping a journal that collects informal data and relevant artifacts related to your learning experience and growth as a leader. In particular you should make notes about:

1. How this experience connects to the courses that you have taken and are taking in the EdD program, as well as to specific readings from those courses that have relevance.
2. Your growth as a leader—pros and cons, areas of growth and areas of improvement, other specific items related to your own transformation.
3. Connections to your understanding of problems in practice and how those are addressed—reflect on the role of practitioner knowledge and the role of theory and research in understanding and solving problems.

You will use this information to compose a reflective summary essay at the end of the internship.

**Reflective Summary of Essay:**

●How your understanding of leadership in groups and organizations, in education contexts, and as a policy lever for change has been enhanced by your internship experience.

●How you have grown professionally through the internship experience (e.g. Where did you start? What are some of the key things that you learned? Where have you struggled? What further growth and continued development do you need in the future?)

●How the work you have done thus far in the program and the internship positions you to be a leader of change.

The essay should be no more than 15-20 pages with embedded photographs, PowerPoint slides, or video clips.

Your essay will be evaluated based on the following criteria:

• clear description of internship context

•well-organized and interesting presentation of internship experience

• thoughtful reflection on internship experience with specific connections

to courses and relevant readings

• focused analysis of internship experience as it relates to your growth and learning (simple description of daily events is not acceptable)

• precise use of language and correct use of language conventions

Both your journal and your essay may be submitted electronically and are due 3 weeks after your internship ends.