

WDED 5583: Adult Education Licensure Internship

INFORMATION SHEET

(to be completed before the student enrolls)

Name:		Date:	
Phone:		Email:	
Faculty Advisor:	Phone:	Email:	
Nature of Internship:			
Beginning Date:		Ending Date:	
Agency:		Address:	
On-Site Supervisor:	Phone:	Email:	

Submit this sheet electronically to: Dr. David Deggs
Clinical Assistant Professor
ddeggs@uark.edu
479-575-4924

NOTE: Dr. Deggs will contact the on-site supervisor.
He will also send a copy of the Information Sheet and Objectives to the faculty advisor.

WDED 5583: Adult Education Licensure Internship GENERAL GUIDELINES

WDED 5583: Adult Education Licensure Internship is required for anyone seeking licensure in adult education who is not employed full time, or has been employed full time for less than one year, in an accredited adult education center in the State of Arkansas. The purpose of the internship is to provide students seeking licensure in adult education with site based, practical experience related to Adult Basic Education (ABE), Adult Secondary Education (ASE)/General Education Development (GED), or English as a Second Language (ESL).

I. Approval of Internship Site

Site approval must be granted by the student’s Advisor and/or WDED Program Coordinator and Agency Designated Supervisor . The site **must be approved before** the student enrolls.

II. Internship Objectives and Activities

Internship objectives must be established and agreed upon by the student, the on-site supervisor, the student’s advisor and/or WDED program coordinator. Students should engage in a myriad of activities including individual tutoring, teaching, projects related to curriculum development, student assessment, etc.

Students must submit a draft of their internship objectives to their advisor and/or WDED program coordinator within the first week of the semester. The advisor and/or WDED program coordinator will work with the student to finalize internship objectives. **The objectives and tentative activities will equal five (5) clock hours of your internship.**

III. Census of the Organizational Culture

Students should submit a **census of the organizational culture** with their internship log for the first month. A series of questions has been included for this purpose. The goal of the census of the organizational culture is to acquaint students with structure and services provided by the organization. Students may complete the census through observation or interviews with employees. **The census of the organizational culture will equal 10 clock hours of your internship.** If you are at two sites that are different, you will receive 20 clock hours for the two products.

IV. Submission of Final Reflection Paper

Upon completion of the internship, the student must submit a **paper reflecting on their experiences** as related to the internship goals and objectives. Like any paper, it will need an introduction, body, and conclusion(s). This reflection paper should be approximately three (3) to five (5) pages in length. **The reflection paper will equal 15 clock hours of your internship.**

V. Required Hours

The amount of time required of each student enrolled in WDED 5583 is **120 clock hours**. Students should complete 30-40 hours per month. Be sure to include your preparation time. A **monthly activity log** will be submitted on the schedule shown below. **The monthly activity log will equal 90 clock hours of your internship.**

<i>Date</i>	<i>Fall</i>	<i>Spring</i>	<i>Item</i>	<i>Clock Hours</i>
Semester Beginning	Aug 31	Jan 31	Internship Objectives	5
Month 1	Sept 30	Feb 28	Activity Log (to date) & Census	20* + 10
Month 2	Oct 31	Mar 31	Activity Log (to date)	30*
Month 3	Nov 30	Apr 30	Activity Log (to date)	30*
Month 4	Dec 10	May 10	Activity Log (complete) & Reflection Paper	10* + 15

*suggested clock hours for activities

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CENSUS OF THE ORGANIZATIONAL CULTURE

NOTE: This is not a paper; an answer should be provided for each question. Just write the number, the question, and the answer.

Adult Education Program and Personnel

1. Draw the organizational structure?
2. How is the adult education program funded?
3. What are the budget categories?
4. What are the primary departments or units at the adult education site?
5. How many employees are employed at the adult education site?
6. List and describe the key personnel at the adult education site.
7. What is the range of salary for teachers and other employees?
8. Describe the average work day for teachers and other employees.
9. Are teachers and other employees required to complete professional development activities? If so, when and where are these activities completed?
10. What community organizations does the adult education site partner with to provide services?

Educational Services

11. What is the policy for accepting high school drop-outs under the age of 18 into the adult education program?
12. How does the adult education site recruit students for programs? Are recruiting efforts targeted toward adults over the age of compulsory school attendance?
13. What are the enrollment requirements for students?
14. Approximately how many students does the site enroll each year? On-campus? Off-campus?
15. How are classes structured at the site for ABE, ASE/GED and ESL? How is specific content (i.e., English, language arts, mathematics, science, social studies) covered in each of these?
16. What kinds of classes are offered other than ABE, ASE/GED and ESL?
17. Does the adult education site participate in the WAGE program? If yes, describe the WAGE program?
18. Does the adult education site provide family literacy or workplace literacy programs?
19. What is the standard class size at the adult education site?
20. Compile a list of a minimum of ten books/journals that have professional literature for teachers of adult students.

Student Instruction

21. How are student educational goals set upon enrollment?
22. How are students assessed to determine their educational level upon enrollment?
23. Describe the basic components of an Individualized Learning Plan (ILP).
24. What assessments are used to measure student academic achievement? How often is student achievement measured?
25. How are other student outcomes measured? Describe other student outcome measures.
26. What types of instructional technology are used at the adult education site?
27. How many computers are available for students at the adult education site? What instructional software programs are used at the adult education site?
28. What other types of instructional materials are used at the site? Provide specific titles and the application program area (i.e. ABE, ASE/GED, ESL).
29. What type of instruction is offered (i.e. whole group, small group, one-on-one) at the adult education site?
30. How is reading taught to adult learners?

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EXAMPLES OF INTERNSHIP OBJECTIVES, ACTIVITIES, AND MONTHLY LOG

Example

WDED 5583: Adult Education Licensure Internship Your Name Internship Objectives and Activities	
1.	Teach a class (mathematics, language arts, social studies).
1.1.	Observe the class.
1.2.	Practice teaching.
2.	Conduct a student intake.
2.1.	Observe an intake.
2.2.	Conduct an intake.
3.	Participate in individual tutoring.
3.1.	Choose a subject.
3.2.	Match a student.
3.3.	Determine tutoring content.
3.4.	Set the tutoring schedule.
4.	Develop a lesson for a class.
4.1.	Write objectives.
4.2.	Select materials.
4.3.	Create activities.
4.4.	Develop assessment.
4.5.	Give student feedback.
Signatures: Student _____ On-Campus Supervisor _____ On-Site Supervisor _____	

Example

WDED 5583: Adult Education Licensure Internship Your Name (month) Activities Log		
Date	Activity	Clock Hours
Total Clock Hours		