

## **STUDENT AND FACULTY GUIDE to INDIVIDUALIZED INSTRUCTION and INTERNSHIPS**

Individualized Instruction is a part of Wesleyan's academic program, directed by the Office of Academic Affairs and supervised by the Director of Individualized Instruction, with assistance by the Registrar and the Office of Career Services.

All individualized instruction is an agreement, a “contract,” between student, faculty member and in the case of internships, a field supervisor, to complete specified learning and work tasks for academic credit. This contract establishes learning objectives, a plan to accomplish those objectives and the method of evaluation by which to the sponsoring faculty member evaluates those objectives.

### **Types of Individualized Instruction**

1. An internship is an individualized learning experience which inter-relates classroom instruction with education and experience outside the classroom. Internships are conducted in a professional or work setting, an “on the job” training situation. They vary in hours of credit and may be paid or unpaid.
2. Directed Study refers to a one-to-one teaching arrangement for a course listed in the college catalog. Directed Study is offered only when failure to do so would negatively affect the student’s ability to graduate or otherwise diminish the student’s academic experience at Wesleyan.
3. Independent Study is a specially developed individualized course in which a student pursues a plan of readings, field study or research under the one-to-one guidance of a faculty member. Independent Studies are appropriate for academically advanced students who can profit from study in depth. Such courses are not regularly listed in Wesleyan’s course catalog.

The advantages of Individualized Instruction/Internships include: gaining pre-professional experience and job contacts, creating a personalized academic program, taking the initiative for one's own education, encouraging innovative teaching and learning, developing behavior patterns necessary for success in the work world, linking practical knowledge with the goals of a liberal education.

### **REQUIREMENTS**

1. The student must have sophomore standing.
2. A minimum of a GPA of 2.5
3. Internships must justify academic credit. An internship must be a learning alternative to the classroom, not just work.
4. Retroactive credit is not possible.
5. Completed Individual Instruction/Internship forms should be submitted to the Registrar two weeks before the semester in which it is to occur. Forms submitted later than two weeks following the first day of a semester will be considered late. Permission to submit forms after this date must be sought from the Director of Individualized Instruction.
6. All individualized instruction experiences shall be for at least one credit, and no single experience—-independent study, directed study or internship—may exceed twelve (12) credit hours.
7. No more than 15 hours of Individualized Instruction shall be applied toward graduation.
8. Internships must be in the student's major or minor. One three-hour exploratory internship may be taken outside the student's major or minor.
9. Volunteer/community service that satisfies requirements for scholarship funds cannot be considered individualized instruction or internships.
10. Waiver of any of the above requirements is the discretion of the Director of Individualized Instruction/Internships.

## **RESPONSIBILITIES**

### **The student will:**

Achieve all learning objectives to the best of her/his ability.

Notify the Director of Individualized Instruction of the need to terminate/change the contract.

Maintain standards of professional excellence: promptness, initiative, dependability.

Complete and return all forms and assignments due the faculty sponsor, the field supervisor, the Registrar or the Office of Academic Affairs.

### **The Faculty Sponsor will:**

Review the student's proposal, and in consultation with the student, establish learning objectives and methods of evaluations.

Meet with the student and maintain contact to review the student's progress on the course of study/internship.

Maintain contact with the student's field supervisor and consider her/his evaluation in determining a final grade. Internships of nine hours or more require that the faculty sponsor check on the student's progress at least three times during the internship.

Make a final evaluation of the student's performance and submit this grade to the Registrar.

### **The Field Supervisor will:**

Assist in preparation of the internship by clarifying the duties of the position and the qualifications required and orient the student to company or agency policy and methods of operation.

Assume direction of the student while she/he is on the internship, providing supervision in performance of the tasks described in the agreement.

If asked, provide reports on the student's progress and provide post-internship evaluation for the student and the faculty sponsor.

### **The Office of Individualized Instruction/Internships will:**

Keep all records related to the student's course or internship.

Provide assistance in solving problems related to the successful completion of the course of study or internship.

Clarify the relationship between classroom and individualized learning and assist the student in creating a meaningful course of study or internship.

Act as a liaison between Wesleyan, student, faculty, field supervisor and employing agency.

## **STEPS FOR DEVELOPING INDIVIDUALIZED INSTRUCTION or an INTERNSHIP**

1. Meet with the faculty sponsor to discuss the possibility of individualized instruction or internship.
2. If an internship, meet with the field supervisor to discuss the specifics of the internship.
3. Draft a preliminary proposal of the course/internship, establishing clear learning objectives and methods of evaluating those objectives.

4. With the help of the faculty sponsor, complete the plan of study. The form must be typed or word-processed and free from spelling or grammatical errors.
5. Secure all necessary signatures.
6. **Enroll in the appropriate number of hours for the directed study/independent study/internship under INDP 201.**
7. Submit the forms to the Registrar. It will be reviewed by the Director of Individualized Instruction; it may be returned for revision or approved as submitted.
8. Copies of the approved form will be provided to the student, faculty sponsor and the field supervisor, if applicable. The original will be filed in the Registrar's Office.

### **HOW TO WRITE YOUR INDIVIDUALIZED INSTRUCTION OR INTERNSHIP CONTRACT**

#### **Learning Objectives**

Learning objectives give direction to the course or study. They should be precisely stated and reasonable in number, with a minimum of four. They may include cognitive(knowledge), affective(attitudinal, emotional or valuing behaviors) and psychomotor(physical) skills.

These objectives should state unambiguously what the student intends to accomplish. They should identify the competency or skills expected at the completion of the course or internship. Objectives are commonly phrased as "to describe, to explain, to solve, to construct, to define, to classify, to compose, to design, to identify, to analyze, to discover." "To learn" or "to understand" is not an objective, but the means to achieve it.

#### **Examples:**

Incorrect--to learn about the different religions in India.

Correct--To be able to list the major religions of India and outline their more common beliefs and practices.

Incorrect--to know how to conserve energy in a classroom building.

Correct--To be able to identify and list current energy conservation techniques and explain how they can be applied to a classroom building.

#### **Learning Methods and Materials**

These should be consistent with the objectives. They may be texts, equipment, periodicals, software, manuals, travel, reading lists, research guides, trips to laboratories or libraries.

#### **Evaluation Methods**

The student and faculty sponsor and field supervisor must have a clear understanding of how each completed objective will be evaluated and a grade determined. Exams, essays, research papers, reports, self-studies, demonstrations, presentations, job diaries, software or computer programs, creative projects and other methods can be used to document the learning accomplished.

#### **CREDIT**

Academic credit will depend on the learning experience as compared to a typical college class. More credit requires more work, more evaluation.

In the case of a internship, the rule of thumb is one hour of internship = 35-40 hours of participation or work "on the job."

Credit is, however, never for time spent, but for goals achieved.

We hope your contract or internship experience is a gratifying one!!!!

DATA SHEET—Individualized Instruction and Internships

West Virginia Wesleyan College

Date: \_\_\_\_\_

Title of Independent Study/ Directed Study/ Internship (circle one): \_\_\_\_\_

Contract Period From: \_\_\_\_\_ To: \_\_\_\_\_ Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Class: \_\_\_\_\_ Soph. \_\_\_\_\_ JR. \_\_\_\_\_ SR. Major: \_\_\_\_\_

College Address \_\_\_\_\_ Box# \_\_\_\_\_ Phone \_\_\_\_\_

Address During Study/Internship Period: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

INTERNSHIP PLACEMENT:

Name/Address of Company or Agency: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_ Box# \_\_\_\_\_ Phone \_\_\_\_\_

Do you have a potential conflict of interest? \_\_\_\_\_

ACADEMIC RECORD AND CREDIT INFORMATION:

Credits to be Earned: \_\_\_\_\_ Credits Completed Toward Major: \_\_\_\_\_

(This Study/Course/Internship)

(45 hours limit for most majors)

I wish these hours of Independent Study/Directed Study/Internship to be applied to my academic record as credits in:

Major: \_\_\_\_\_ Developmental: \_\_\_\_\_ Exploratory: \_\_\_\_\_ (outside major/minor—three hour limit)

Minor: \_\_\_\_\_ Divisional: \_\_\_\_\_

Internship hours must be in your major/minor.

If this is a directed study (catalog course), give code and # \_\_\_\_\_.

SIGNATURES:

Students: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Individualized Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

**Learning Objectives and Methods of Evaluation-Individualized Instruction and Internships**

(Type this form or duplicated it by word processing, using the major headings as your guide)

Title of Directed Study/Independent study/Internship \_\_\_\_\_

Name \_\_\_\_\_ Faculty Sponsor \_\_\_\_\_

SSN \_\_\_\_\_ E-mail address \_\_\_\_\_

**TASK ANALYSIS:** (for internships) List name and nature of company or institution, length and hours of internship, primary task or duties.

Hours per week of this internship \_\_\_\_\_ (one hour credit=35 hours "on the job.")

**LEARNING OBJECTIVES:** List four to five major learning objectives to be accomplished in this individualized study/internship. Include knowledge or skills to be attained, abilities to be improved, concepts to be mastered, expertise to be enhanced, observations to be made, and/or investigations to be completed. Objectives should be phrased as "to explain, to define, to solve, to analyze, to design, to compose, to identify, to discover, to create."

**EVALUATION BY FACULTY SPONSOR:** What specific talents, skills or demonstrations of knowledge will be presented to the faculty sponsor to assess the above-stated learning objectives. These evaluations may be case studies, examinations, reports, daily logs, lesson plans, presentations, research papers, reaction papers, creative works, annotated bibliographies, study guides, computer programs, software, etc.

Individualized studies/internships require an academic component for the faculty sponsor's evaluation. Individualized studies/internships of three hours require ten or more pages of extensive written evaluation. A six-hour internship requires 20-pages of written evaluation. While keeping a work log or journal can be a valuable part of your internship, it is not considered sufficient evaluation in itself.

Learning Objective One:

Method of Evaluation:

Learning Objective Two:

Method of Evaluation:

Learning Objective Three:

Method of Evaluation:

Learning Objective Four:

Method of Evaluation:

Learning Objective Five:

Method of Evaluation:

Evaluation by Field Supervisor: Please do not list a field supervisor's assessment as one of your methods of evaluation. All Field Supervisors will receive an evaluation form asking for an assessment of your performance. This will be shared with your faculty sponsor and may be used to determine your final grade. Your supervisor may discuss with you his/her evaluation of your performance.

LEARNING MATERIALS: (List texts, periodicals, manuals, readings, studies, and/or training sessions or courses that are essential to this individualized study/internship)

(Note: If this is a Directed Study(a catalog course), and you intend to follow the course syllabus, you may attach the syllabus in lieu of filling out this form)