

**EOL 589 – Internship in Higher Education**  
**Dept. of Educational Organization and Leadership – College of Education**  
**University of Illinois at Urbana-Champaign**  
**Spring 2008**

**FACULTY SUPERVISOR**

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**COURSE DESCRIPTION & FORMAT**

This course provides an opportunity for graduate students in the Higher Education Program concentration in Educational Organization and Leadership to relate educational theory directly to practice in the college and university setting. The faculty supervisor may provide initial contacts for students wishing to establish an internship in a specific department within a college or university; however, students will have the responsibility of establishing a positive working relationship with an appropriate college or university administrator or faculty member (Cooperating Administrator). This association will be approved by the Faculty Supervisor before the internship commences and before the clinical experience is approved for credit.

Students in this course will work closely with a practicing administrator or faculty member in the higher education setting and will have the opportunity to practice a reflective approach to the analysis and appraisal of their experiences. Work assignments, readings, journaling, class discussions, and individual conferences will all be undertaken in an effort to maximize the internship experience. Confidentiality will be maintained in all aspects of the clinical experience.

The format of this course will include a clinical experience (approximately 10 hours/week) under the direct supervision of the Cooperating Administrator. The student will be expected to complete a project [or projects] determined by the Cooperating Administrator and approved by the Faculty Supervisor. The student will maintain a field journal chronicling and reflecting on the experiences in the internship. In addition, the student will participate in biweekly meetings with the Faculty Supervisor and/or other students in EOL 589.

**COURSE OBJECTIVES**

- The intern will observe and participate in the management of and organizational issues within a specific field in higher education administration and/or teaching (e.g.

budget/fiscal management, legal and political issues, collaboration with other university departments).

- The internship experience will familiarize students with publications, professional organizations, and career opportunities in a specific field in higher education administration and/or teaching.

### **REQUIRED READING**

The readings will be specific to the internship experience and the field selected. Readings will be assigned by the Cooperating Administrator and will be approved by the Faculty Supervisor. .

### **COURSE EXPECTATIONS**

#### **Clinical Experience**

The student will complete a project or projects assigned by the Cooperating Administrator and approved by the Faculty Supervisor. A Field Journal will be maintained in which the student chronicles and reflects on the clinical experience. This journal will be submitted to the Faculty Supervisor regularly; it will serve as a source of discussion at class meetings and individual conferences with the Faculty Supervisor. It will also be a valuable resource for the student in writing the final paper for the course.

#### **Field Journals**

Journal entries must describe, analyze, and interpret activities that interns observe or in which they participate. For journal entries, interns should select events that were particularly instructive and from which important insights about administrative or teaching practice were acquired. Thoughtful reflection and objective appraisal of actions and events should characterize journal entries. Relevant documents and/or artifacts to verify, support, and illustrate the journal should be cited and included when possible. Interns should expect to consult regularly with the Faculty Supervisor on their journal writing progress. The Faculty Supervisor may recommend additions or corrections to the journal.

The following guidelines are intended to assist the student in the completion of field journal entries:

- **Event Description:** Describe settings, activities, and people involved in the selected event in enough detail to allow the reader to form a clear mental picture of the situations, procedures, and behaviors presented in the journal. Include the identities and roles of people, location, size, and type of setting, and descriptions of governance structures and functions as may be appropriate. Documents attached to journal entries may be particularly useful in supporting this description. Note: The first journal entry should contain appropriate background on the internship office placement; once this basic information has been given, it need not be repeated in the journal.
- **Analysis:** Analyze the activities, events, and behaviors reported in terms of the intentions and motivations of the participants, as well as the outcomes that result. Explain as objectively as possible what really occurred and the significance of the event for its participants or for others that may be affected. Note: In-depth analysis may require inquiry and discussion with the Cooperating Administrator and/or other participants in the event.
- **Interpretation:** Complete each entry with an appraisal of the values, goals, and achievements of the people and situations reported. Judge the outcome of the events in terms of purpose and accomplishment. State your approval or disapproval of the outcomes and provide reasons for your

decision. Note: The purpose of this portion of the journal entry is to help intern review and consider the professional values they find acted upon in the reported events.

### **Class Meetings and Individual Conferences**

All students doing an internship during the semester will meet regularly [generally biweekly] as a group. Each student will also meet one-on-one with the Faculty Supervisor at least once a month during the term.

### **Final Paper**

Each student will submit a final paper by 5:00 p.m. on the last day of final exams. The student will provide an overview of the experience and reflect on the value of the experience. The completed Field Journal is due at this time as well.

### **Course Evaluation**

Course credit will be assigned when all course requirements have been satisfactorily completed. The Faculty Supervisor will determine the grade after consultation with the Cooperating Administrator. This course will be graded as satisfactory/unsatisfactory.