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](mailto:jlightn9@kent.edu).
- Provide (via email) the Internship Supervisor ([jlightn9@kent.edu](mailto: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.
  - 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](mailto:jlightn9@kent.edu) or 222 Cartwright Hall, Kent State University, Kent, Ohio 44242