

Educational Media Graduate Job-based Internship EME 6946 Section 0063

Job-based Internship Manual: Guidelines Developed and written by Dr. Judy Lee, July 2007

Your Job-based internship is one of the most important elements of your academic program. The Ed Media internship experience provides an opportunity to apply the information received in the Ed Media classes, review your practical experiences as a working school library media specialist and reflect on your time as an Ed Media student, as well as your career as a pk-12 media specialist.

Purpose of the Job-based Internship

The purpose of the internship is to provide an opportunity for you, a working pk-12 school library media specialist, to use the ExC3EL Florida DOE Program Evaluation Rubric, Evaluation Rubric Worksheet and Program Improvement Plan to assess and evaluate your school library media program and identify strategies for improvement. These tools were developed for the FL DOE by Dr. Nancy Teger, Program Director, and can be found at the Office of Library Media Services. (<http://www.fldoe.org/bii/library%5Fmedia/>)

Outcomes of the Job-based Internship

After completing the internship, you will be able to

- Identify media expectations for collaboration, collections and connections to enhance student achievement and promote life long learning.
- Identify areas of strength and areas of continuing improvement for your media program.
- Develop a program improvement plan for continuing improvement.
- Develop a 21st century philosophical approach to education and the multiple roles of a school library media specialist.

Job-based Admissions Policies and Procedures

- Job-based internships are required of all Educational Media Masters Degree students currently working as a pk-12 school library media specialist while in the Ed Media program.
- All interactions and correspondence between the UCF/COE Ed Media Faculty Supervisor and the intern will be conducted electronically via the following technologies: wiki, blog, email, chat, IM, discussion room, phone and/or Web cam. The

technologies to be used will be determined after the student has enrolled in the internship.

- All of the Educational Media Specialization courses must have been successfully completed before a student will be considered for the internship. To ensure successful completion the Ed Media Specialization courses, students should check their SASS audit at <http://my.ucf.edu>.
- A list of the Ed Media Specialization courses can be found at the Ed Media Program web site>Program of Study (<http://edmedia.ucf.edu>).
- Students should contact the UCF/COE Ed Media Faculty Supervisor to discuss and plan the Job-based internship. The following should be included in the email to the Ed Media Faculty Supervisor:
 - Student's full name and PID
 - The semester the student plans to graduate
 - The semester the student plans to do the internship
 - The employment date(s) as a pk-12 school library media specialist
 - The name of school district(s) and school(s) where the student has been or is currently employed as a media specialist.
- Students should contact their current principal and ask him/her to send an email the Ed Media Faculty Supervisor. The email should include
 - A statement verify the student is currently the school library media specialist at his/her school
 - The number of years the student has held this position, including the start date
 - The principal's full name, email address and phone number

Once the employment as a pk-12 school library media specialist is verified by the principal, the Ed Media Faculty Supervisor will manually enroll you in the Ed Media Job-based internship and contact you by email when the enrollment process has been completed.

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