

EDUCATIONAL MEDIA TRADITIONAL INTERNSHIP EME 6946 Section 0063

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Ed Media Internship Admission Requirements

In order to be eligible for an internship, the student must have successfully completed the Ed Media Specialization courses and met the mid-point milestones of the Ed Media program. A list of the Ed Media Specialization courses and the milestones can be found at the Ed Media Program web site (<http://edmedia.ucf.edu>).

Placement of the Ed Media Intern

Every effort will be made to match internships with individual Ed Media student needs. The Ed Media Faculty Supervisor, in consultation with the individual student and participating school districts, including the district media supervisor, school principal and media specialist, will make initial contact with school personnel as well as the final decision regarding the internship site location.

Location of internship sites will be arranged to meet student requests whenever possible. However, the overriding criterion in selection of sites is to place Ed Media students in media centers that will provide a meaningful internship experience.

The internship will be completed in a pk-12 media center with a media specialist who holds a degree and/or certification in Ed Media. The media specialist must have worked as the media specialist a minimum of two years and have completed the Florida mandated Clinical Education training. The Media Center program at the selected school should reflect the policies and procedures outlined in Information Power: Building Partnerships for Learning (1998) and have integrated appropriate technologies that provide support software and hardware for research, emerging technologies, curriculum needs and media center management.

Initial Start-Up Ed Media Internship Procedures

1. Using the [ED MEDIA STUDENT REQUEST FOR ED MEDIA INTERNSHIP](#) form, the Ed Media student will apply for an internship. The form should be completed and emailed to the Ed Media Faculty Supervisor.
2. The Ed Media Faculty Supervisor will review the **ED MEDIA STUDENT REQUEST FOR ED MEDIA INTERNSHIP** form and contact the student if additional information is needed.

At this point, the Educational Media Faculty Supervisor assumes complete responsibility for arranging the internship. An Ed Media student may **request** to be assigned to a specific media center or to a specific geographical location.

HOWEVER, ACCORDING TO UCF COLLEGE OF EDUCATION POLICY, UNDER NO CIRCUMSTANCES, WILL A STUDENT CONTACT A MEDIA SPECIALIST(S) OR ADMINISTRATOR(S) TO DISCUSS, REQUEST OR FINALIZE AN INTERNSHIP. This is a task for the Ed Media Faculty Supervisor, who will make all contacts with the school media specialist, district Media Supervisors, and Administrators.

3. After approval from all appropriate school district personnel has been obtained, the Ed Media Faculty Supervisor will notify the intern of the particulars of the internship and when to contact the media specialist/Site Supervisor.

4. **Student Initial Contact With Media Specialist/Site Supervisor:**

After receiving notification from the Ed Media Faculty Supervisor, the intern will contact the selected Site Supervisor/Media Specialist and develop collaboratively, either through email or a site visit, an [Internship Timeframe](#).

NOTE: The **Internship Timeframe** must be completed and approved by the Ed Media Faculty Supervisor **before** the internship experience can begin.

Tasks that count towards the 120 hours include:

- Attending FAME Conference (Ed Media Faculty Supervisor's approval needed)
- District Media Specialists Professional Meeting (Ed Media Faculty Supervisor's approval needed)
- District training workshops for media specialists (Ed Media Faculty Supervisor's approval needed)
- Working in the media center
 - Intern's planning sessions with Site Supervisor
 - Before school when students are present
 - After school when students are present
 - 5 consecutive days
- Developing the **Internship Timeframe** and **Internship Objectives** if completed at the internship site

Things that do NOT count towards the 120 hours include:

- Completing internship reports
- Developing an Internship Wiki or Blog
- Discussions in the Ed Media Internship WebCT discussion room (<http://reach.ucf.edu/~eme6946a>)
- Travel time to and from district media specialist meetings/workshops, the FAME Conference or the internship site
- Posting reflective statements as Internship Objectives are completed
- Internship time in the media center if the media center is closed to students and faculty

The **Internship Timeframe** should identify

- a) Media center hours of operation
- b) Start-Stop dates for the internship
- c) 5 consecutive days to be completed in the media center
- d) Dates/times for the remaining hours of the internship
- e) Mid-point date of the internship
- f) Tally of internship hours

5. The Intern will submit the complete **Internship Timeframe** document to the Ed Media Faculty Supervisor for approval. When the **Internship Timeframe** is approved, it should be posted to the blog or wiki for future reference.

6. Once the **Internship Timeframe** has been approved, the intern will begin the Ed Media Internship Experience.