

GRADUATE STUDENT AND FACULTY GUIDE to INDIVIDUALIZED INSTRUCTION and INTERNSHIPS

Individualized Instruction is a part of Wesleyan's graduate programs, directed by the Office of Graduate Studies and supervised by the Registrar and the Director of the specific graduate program.

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

Types of Graduate 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 the number of hours of credit earned, and the student 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 with field study or research under the one-to-one guidance of a faculty member. Independent Studies are appropriate for graduate students who can profit from an in depth research experience. Such courses are not regularly listed in Wesleyan's course catalog.

REQUIREMENTS

1. The graduate student must be in good standing with a minimum of a 3.0 GPA.
2. Internships must justify academic credit. An internship must be a learning alternative to the classroom, not just work.
3. Retroactive credit is not possible.
4. Completed Graduate 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 Dean of Graduate Studies.
5. All individualized instruction experiences shall be for at least one credit, and no single experience— independent study, directed study or internship—may exceed six (6) graduate credit hours.
6. No more than 9 hours of Individualized Instruction shall be applied toward a graduate degree program.
7. Waiver of any of the above requirements is the discretion of the Dean of Graduate Studies.

RESPONSIBILITIES

The graduate student will:

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

Notify the Registrar 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, Director of the appropriate graduate program, or the Dean of Graduate Studies.

The Faculty Sponsor will:

Review the graduate student's proposal, and in consultation with the student, establish learning objectives and methods of evaluations. If the individualized instruction is for a catalog course, an adapted course syllabus may be used.

Meet with the graduate student and maintain regular 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.

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 graduate student to company or agency policy and methods of operation.

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

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

The specific Graduate Program Director will:

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

The Office of Academic Services and the Registrar will:

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

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

The Dean of Graduate Studies will:

Act as a liaison between Wesleyan, the graduate student, the faculty sponsor, the field supervisor and the employing agency, as necessary.

STEPS FOR DEVELOPING INDIVIDUALIZED INSTRUCTION or an INTERNSHIP

1. The graduate student will meet with the faculty sponsor to discuss the possibility of individualized instruction or internship.
2. If an internship, the graduate student will meet with the field supervisor to discuss the specifics of the internship.
3. The graduate student will draft a preliminary proposal of the course/internship, establishing clear learning objectives and methods of evaluating those objectives.
4. With the guidance of the faculty sponsor, the graduate student will complete all forms of the plan of study. The forms must be typed or word-processed and free from spelling or grammatical errors.
5. The graduate student must secure approval of all necessary people with original signatures.
6. The graduate student must pre-register in the appropriate number of hours for the directed study/independent study/internship under INDP 501.
7. The graduate student must submit the original signed forms to the Registrar two weeks before the semester begins. The submission will be reviewed and may be returned for revision or approved as submitted.

8. Copies of the approved form will be provided to the graduate 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 graduate 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" and "to understand" are not an objectives, but the means to achieve objectives .

Examples:

Incorrect--To learn about the different marketing research strategies used in real estate marketing.

Correct--To be able to list the major research strategies used in real estate marketing and outline the most and least effective practices for specific segments of the market.

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

Correct--To be able to identify and list current energy conservation techniques and their costs and benefits while explaining how they can be applied to a classroom building.

Learning Methods and Materials

The learning methods and materials should be consistent with the objectives. They may be texts, equipment, periodicals, software, manuals, travel, reading lists, research guides, trips to laboratories or libraries, and field observations.

Evaluation Methods

The graduate student and faculty sponsor and field supervisor (if applicable) must have a clear understanding of how each completed objective will be evaluated and how a grade will be 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

Graduate academic credit will depend on the learning experience as compared to a typical graduate program class. More credit requires more work, more evaluation. In the case of a graduate internship, the rule of thumb is one hour of internship = 75-80 hours of participation or work "on the job." Credit is, however, never for time spent, but for goals achieved. In addition, a graduate internship must have a **significant** research and writing component as part of the learning methods and materials.

West Virginia Wesleyan College

Graduate Programs Individualized Instruction and Internship Contract – Data Sheet

Forms must be completed electronically and printed before securing signatures. Boxes will automatically expand while typing.

Type and Title of Independent Study/Directed Study/Internship:

Contract Period:

Student Name: Student Number:

Graduate Program:

College or home address, as appropriate:
Cell and other phone numbers:
Email address:
Address during contract, if different from above:

INTERNSHIP PLACEMENT (name and address of company or agency):

FIELD SUPERVISOR'S Name, Title, Address, Phone , Email:

FACULTY SUPERVISOR'S Name, Box #, Phone and Email:

SIGNATURES: The student is responsible for securing all dated signatures and providing a copy of the signed contract to all parties.

Student _____ Date _____

Agency/Field Supervisor _____ Date _____

Faculty Supervisor _____ Date _____

Graduate Program Director _____ Date _____

Dean of Graduate Studies _____ Date _____

Registrar _____ Date _____

ATTACH THE FOLLOWING TO THIS CONTRACT:

1. **Learning objectives** as designed in conjunction with your field and faculty supervisors.
2. If an internship, **task analysis** which includes a description of planned responsibilities, activities and work position and hours per week you expect to work. If you know your schedule, include it here.
3. **Learning methods and materials** that will be used to accomplish the objectives and task analysis above should be itemized here.
4. **Methods of evaluation**, itemized and linked to the learning objectives.