**Internship Agreement**

M.S., Educational Research, Evaluation, and Assessment

Northern Illinois University

**A. Internship Requirements**

In addition to coursework and a capstone experience (i.e., thesis, project, or portfolio), the Master of Science (M.S.) in Educational Research, Evaluation, and Assessment program requires an Internship. The Internship involves work in a practical setting related to educational research, evaluation, or assessment, under guidance of Internship Supervisor from that setting, and the Internship Coordinator at NIU. An internship may be completed for a maximum of 15 semester hours, although only 3 semester hours (100 hours of work) are applied to the program of study.

Internships may be completed in educational, business, government, community-based or non-governmental organizations, and other professional settings. Ideally, Internship Supervisors should be experienced professionals working in the area(s) of educational research, evaluation, or assessment. However, others may be able to serve as Internship Supervisors if they can avail relevant work to be done by the Intern.

The Internship Supervisor will share pertinent knowledge and help the Intern to develop skills pertaining to the Internship. The Internship Supervisor will meet with the Intern as planned and/or as needed to support the work of the Intern. There is no set number of meetings required. Expectations for time, date, number and duration of meetings should be addressed as part of planning the internship (between the Intern and Internship Supervisor). Before initiating an Internship, the requirements and processes outlined in this document should be shared with the potential Internship Supervisor.

As long as the scope of work is appropriate, an Internship may be completed with an organization/institution at which the student is currently employed, or with a faculty member at Northern Illinois University. If the latter, the faculty member must agree both to serve as an Internship Supervisor and to the proposed scope of work for the Internship.

You can either identify an Internship site and Internship Supervisor on your own, or the Internship Coordinator can assist in identifying an Internship site and Internship Supervisor for you. Ultimately, the Internship Coordinator determines whether an individual may serve as an Internship Supervisor, and whether a proposed scope of work is appropriate.

Note that international students studying on an F1 visa who want to complete an Internship off-campus (either paid or unpaid) must request and receive approval to do so from NIU’s Office of International Student Scholar Services (ISSS). It is the student’s responsibility to secure this approval prior to submitting an Internship Agreement, and the student must submit evidence of this approval with the Internship Agreement.

The ETRA Department has multiple programs with Internship requirements. EREA Internship experiences differ somewhat from other ETRA Internship requirements because the EREA program is not a certification/licensure program. These procedures apply to Internship experiences for the M.S. in Educational Research, Evaluation, and Assessment program only. A field visit with the Intern, Internship Supervisor, and Internship Coordinator is not required for EREA Internships. An Internship portfolio is also not required for EREA Internships. You do not need to complete a Federal Selective-Service Registration Compliance Form for EREA Internships*.*

Evaluation of the Internship experience (and grading in ETR 586) will be done on a Satisfactory (S)/Unsatisfactory (U) basis. At the end of the Internship semester, the Internship Supervisor will indicate to the Internship Coordinator whether the Intern’s overall performance was Satisfactory or Unsatisfactory. It is not necessary for the Intern to submit Internship products or artifacts to the Internship Coordinator for evaluation. The Internship Coordinator will also informally check in with both the Internship Supervisor and Intern during the middle of the Internship semester to address issues before the end of the Internship.

**B. Internship Process**

1. The Intern identifies a potential Internship site and Internship Supervisor (or the Internship Coordinator assists the student with identification of an Internship site and Internship Supervisor).
2. The Intern shares the potential Internship site and Internship Supervisor with the Internship Coordinator.
3. The Internship Coordinator preliminarily approves the Internship site and Internship Supervisor, or suggests another option.
4. The Intern and/or Internship Supervisor draft a 1-paragraph scope of work for the Internship, which must indicate how the Internship addresses one or more of the [Student Learning Outcomes](https://www.niu.edu/effectiveness/_files/outcomes/cedu/educational-research-and-evaluation-ms.pdf) for the M.S. Educational Research, Evaluation, and Assessment program. The scope of work may also specify a deliverable (e.g., assessment product, report of findings).
5. Both the Intern and Internship Supervisor must preliminarily agree on the proposed scope of work, or revise as necessary until preliminary agreement is reached.
6. The Intern shares the proposed scope of work with the Internship Coordinator.
7. The Internship Coordinator approves the proposed scope of work initially, or after requested revisions.
8. For international students studying on an F1 visa who want to complete an Internship off-campus (either paid or unpaid) only, the Intern must request and receive approval to do so from NIU’s Office of International Student Scholar Services (ISSS). Evidence of this approval must be submitted with the Internship Agreement.
9. The Intern must complete and submit to the Internship Coordinator this completed Internship Agreement to establish the Internship. Fill out all fields. The approved scope of work should be pasted into this Internship Agreement. The Internship Agreement needs to be signed by both the Intern and the Internship Supervisor.
10. The Intern completes to the extent possible, signs, and submits to the Internship Coordinator the Independent Study and Individualized Project Contract Form. This form is necessary to receive a code to register in ETR 586 (Internship in Research and Evaluation). Fill out your name, e-mail, and Z-ID, the year/semester of the Internship, the number of credit hours for the Internship (generally 3), and the date by which the Internship must be completed (generally the last day of classes during the Internship semester). You do not need to fill out the Instructor name or course section fields.
11. The Intern registers for ETR 586 once they receive permission to do so.
12. The Intern begins Internship work with the Internship Supervisor.
13. Towards the end of the Internship, but not later than the last week of classes during the academic semester, the Internship Supervisor must complete the Intern Evaluation. The Internship Coordinator will distribute this evaluation form, on which the Internship Supervisor will minimally need to indicate whether performance was Satisfactory or Unsatisfactory (S/U).

**C. Internship Agreement Form**

The following Student has agreed to serve as an Intern:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Z-ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

International Student? Yes: \_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_

Note: For international students studying on an F1 visa who want to complete an Internship off-campus (either paid or unpaid), evidence that NIU’s Office of International Student Scholar Services (ISSS) has approved doing so must be submitted with this Internship Agreement.

The following Internship Supervisor has agreed to supervise the Intern:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Start Date: \_\_\_\_\_\_\_\_\_ Internship End Date: \_\_\_\_\_\_\_\_\_

Internship Compensation (If Applicable): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Internship will be for \_\_\_\_\_ graduate credit hours with approximately \_\_\_\_\_ work hours total. (3 graduate credit hours = 100 work hours)

In which of the following settings will the Internship primarily be completed?

* PK-12 school/district
* Institution of higher education (i.e., college/university)
* Business/industry
* Government
* Non-governmental/non-profit organization
* Other (please specify): \_\_\_\_\_\_\_\_\_\_

Which of the following Student Learning Outcomes for the M.S. Educational Research, Evaluation, and Assessment program will the Internship address? Please select all that apply.

1. Design a study of an educational research problem or phenomenon using appropriate methodologies
2. Design and/or select appropriate assessment or evaluation tools for a given educational problem
3. Distinguish between ethical and unethical behavior when conducting educational research or evaluations
4. Select appropriate analyses for a given research question
5. Apply appropriate technology to conduct analyses of educational data
6. Conduct a study pertaining to an educational research problem or phenomenon
7. Demonstrate effective communication skills by presenting and defending a research project
8. Engage in research-related activities in diverse settings

The Intern and Internship Supervisor by mutual agreement have established the below scope of work for the Internship:

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Internship Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Internship Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Note: This agreement indicates the desire of the Intern and the Internship Supervisor to cooperate with NIU in the development of an Internship. It does not constitute a contract between NIU and other organizations. An Internship Supervisor or potential Internship Supervisor should not hesitate to contact the Internship Coordinator with questions or concerns during the initiation or course of an Internship.