



Internships are required for every non-certification program student. Students will complete a one semester internship or an internship split between terms that requires a minimum of 270 hours before earning their degree.

Internship Requirements & Details

Basic requirements to be eligible for TED 4700 Internship Capstone

1. Completed at least 90 credit hours
2. Completed TED 2300 or approved sub course
3. Completed at least 10 of 13 of the Intro to Professional Education Core courses for EFAC concentration and five of eight of the Intro to Professional Education Core course for SYAT concentration.
4. An overall NU system GPA of a 2.5
5. No grade below a C in required core courses

Internship Details

1. Internships are a minimum of 14 weeks in duration (one semester)
2. A minimum of 270 hours must be accumulated during the semester (approximately 20 hours per week; if spreading out over two semesters, then 135 each semester)
3. Internship sites must be approved by the College of Education Office of Academic Advising and Field Experience.
4. Internships may be completed during the fall or spring semesters or spread out between two semesters (fall/spring only, summers are approved on a case-by-case basis and should not be assumed).
5. Students are required to complete the course assignments associated with TED 4700.

Internship Process

1. Complete the online application and resume upload by deadline
2. Find and secure an internship
3. Turn in Agency/Intern Confirmation forms by final deadline, request permission number and enroll in course – TED 4700.
4. Meet with the TED 4700 internship team via group orientation meeting (University Supervisor, Professor of Record, Academic Advisor, and Coordinator of Practicum Experiences) prior to starting internship.



1. Online Application and Resume Upload

APPLICATION

The online application is for the Office of Academic Advising and Field Experience office purposes only. Students must complete this application the semester prior to their internship. The deadlines are as follows:

- Fall Internship – March 15
- Spring Internship – September 15

If students miss the deadline, they must appeal to the Academic Review Committee (ARC) →

<https://www.unomaha.edu/college-of-education/student-services/resources/academic-procedures.php>

WHERE TO BEING FINDING AN AGENCY

It is required that students have three agency/business choices before completing the online orientation. Even if students know where they will be doing their internship before completing the application, students still need to have two additional agency/business choices.

1. Attain a copy of the list of potential internship sites from the program's academic advisor. However, do not limit your choices to this list.
2. Students may cold call agencies/businesses they are interested in and ask if they are accepting interns. If the agency has never had a UNO intern, additional approval will be needed.
3. Network by attending a career or volunteer fair, speak with guest lectures from agencies/businesses and job shadow in your field.
4. Students should meet with the Office of Academic Advising and Field Experience if they are unsure of where to begin their search.

CONSIDERATIONS WHEN SELECTING AN INTERNSHIP SITE

1. What are your career goals?
2. What types of responsibilities will you have while at this site?
3. Will these responsibilities improve your work resume significantly or enhance your applications to graduate school, professional school, certificate program, etc.
4. Will there be good employment opportunities after graduation?
5. Do you already work at this agency? If so, is an internship with the same agency truly going to introduce new skill sets and enhance your resume?

*Completing an internship with the agency you work with must be discussed and approved by the Office of Academic Advising and Field Experience and the Chair of Teacher Education.



RESUME

Students are required to upload a resume with their online application. The UNO Academic and Career Development Center, located in EA 115 can review resumes and provide feedback.

Students can call 402.554.3672 or make appointments via Handshake. Additional resources can be found online at → <https://www.unomaha.edu/student-life/achievement/academic-and-career-development-center/index.php>

2. Find an Internship

It is the student's responsibility to contact the organizations to ask about internships. Many organizations will not have a formal application process, therefore students will need to call or email to inquire about internship opportunities that may or may not be listed publicly.

While students are inquiring about internships, organizations may want to know what the students' academic responsibilities are and what the agency/business responsibilities are to the student. You can refer them to the [Agency/Intern Confirmation forms](#) or direct them to speak with the Practicum Coordinator and/or Academic Advisor first.

SAMPLE INTERN EMAIL

Email subject: Seeking internship for (insert term) semester

Dear (name of contact),

My name is (insert name) and I am a senior at the University of Nebraska at Omaha (UNO). I am studying Education and will earn my BS in Education in ____ (month, year). As part of my degree requirements I must complete a 270 hour internship in a community setting in the ____ semester. I have taken classes in child/youth development, special education, digital citizenship, ESL, and organizational management.

I am interested in serving your organization because of (xyz – list what you like about their programming or population they serve). I am hoping to gain work skills in (xyz areas – list 1 or 2 internship goals).

I would be happy to send my resume and answer any questions about the internship. I can be reached via email at _____@unomaha.edu.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Student Name

University of Nebraska at Omaha

Bachelors of Education - _____ concentration (insert Family & Community or Youth & Training)

Anticipated graduation: (Month Year)



PREPARE FOR AN INTERVIEW

Dress for Success

Students should be well groomed and dressed professionally. Look at what others in the organization are wearing and dress a step above that for an interview.

Have the Following Questions Answered Before the Interview:

- Tell me about yourself
- What are your objectives or goals for this internship?
- What do you know about our organization?
- What do you know about our organization?
- Where do you see yourself in five years?
- What is your greatest strength? Weakness?
- Tell me about your greatest accomplishment.
- What motivates you?
- What questions do you have for me?

Sample Questions You Might Ask:

- What is the timeline for the intern selection/hiring process?
- Can you describe for me what a typical day might look like in this role?
- Can you describe your training process?
- What professional traits would you like to see from an intern?
- Are there opportunities for a full-time position?

3. Turn in Agency/Intern Confirmation Forms and enroll in internship

Once a student finds an internship, they should turn in the following forms to the front desk in RH 204 or to unocoeadvising@unomaha.edu. These are on the UNO website [here](#).

Agency/Intern Confirmation Forms (a packet of 3 forms)

1. Intern-University Agreement
2. Intern-Agency Agreement
3. Agency Confirmation Form

These forms are due by June 1 or November 1, depending on the internship semester. This means students must have an internship by the deadline established by the Office of Academic Advising and Field Experience.

Before receiving a permission number for the TED 4700, the student must complete the following list and turn in all items to the Office of Academic Advising and Field Experience. Once the office receives all items, the student will receive a permission number.

You must have an internship confirmed and forms completed by the following dates:

Fall Internship – June 1

Spring Internship – November 1

4. Meet with the TED 4700 Internship Team

Approximately two weeks before the start of the semester, internship candidates will meet in a group setting with the TED 4700 Internship Team, which consists of the University Supervisor, Professor of Record, Academic Advisor, and Coordinator of Practicum Experiences. At this meeting, interns will review deadlines, expectations, meet their University Supervisor and have time to ask questions prior to starting their internship.

Item	Due Date
1. Complete Online Application & Resume Submission for Internship Students must upload a resume when completing the online application	Fall: March 15 Spring: September 15
2. Agency/Intern Confirmation Forms Submitted and Internship Solidified	Fall: June 1 Spring: November 1
3. Permission Numbers Issued	The week after forms are due/turned in
4. Meet with the TED 4700 Internship Team	Approximately two weeks prior to the start of the semester meet with internship leadership team. This orientation time will vary and might happen during first week(s) of semester.

FREQUENTLY ASKED QUESTIONS



Can I do my internship at my current place of employment?

This is approved on a case-by-case basis. You should be involved in activities that are much different from what you are doing in our current position. Your internship is about obtaining new skills and responsibilities in your interested field of work as well as experiencing what it is like to work under different management. If this is something you are considering, you must propose a description of the internship and the differences to the Practicum Coordinator and/or Teacher Education Department Chair who will make the final decision.

I already know where I want to do my internship. Do I still need to fill out the application?

Yes, you still need to fill out the application because the Office of Academic Advising and Field Experience must approved your chosen site. You will also still need to have at least two more businesses or agency choices even though you already know where you would like to do your internship.

When is the application deadline?

Spring internships: September 15 (finalized and signed forms in by Nov. 1)

Fall internships: March 15 (finalized and signed forms in by June 1)

How do I register for the internship class?

Once we have received Agency/Internship Confirmation forms, you will receive a permission number via your UNO email to enroll in the class. It is your responsibility to enroll in the course on time. Please enroll in the correct number of hours for this course.

When can I do my internship?

Fall and spring semesters only at this time.

Can I start my internship early?

No. Due to liability reasons, you may not begin your internship until the first day of the academic semester. If you begin your internship early (at your own risk), the hours you accumulate will not count academically.

Can I accumulate more hours of my internship at the beginning and do less hours at the end?

The College of Education recommends a student evenly distribute their hours throughout the semester so they obtain a quality internship experience. Obtaining more hours at the beginning than at the end will reflect in the student's assignments and therefore reflect their grade in the course.

What is the grade I must receive in my internship course?

Satisfactory or Unsatisfactory (pass/fail). In order to pass the internship, students must receive a satisfactory grade.

What if I am struggling in my internship or I am not getting the hours I need?

Students should reach out to the University Supervisor/Practicum Coordinator as soon as possible so arrangements can be made. Additional policies can be found in the TED 4700 Internship Capstone Handbook.



MY AGENCY CONTACT SHEET

#	Name of Organization	Contact Name	Phone #	Email	Response?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Information in the TED 4700 Internship Capstone Manual is subject to change. If you have any questions, please feel free to contact the Office of Academic Advising and Field Experience at 402.554.2717 or by emailing unocoeadvising@unomaha.edu. (last updated 7.2021).

The University of Nebraska at Omaha is an equal opportunity educator and employer with a comprehensive plan for diversity.

