



Internships are required for the non-certification concentration programs. Students will complete a one semester internship, or an internship split between terms that requires a minimum of 200 hours before earning their degree.

Reminder: The Family & Community and Youth & Training Concentrations do not lead to teacher certification. Career options with these concentrations: this program prepares a student for community-based work with children, youth, families, and community members. Nonprofits and businesses that serve these populations would be potential employers.

Internship Requirements & Details

Basic requirements to be eligible for TED 4700 Education 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 may be completed during the fall or spring semesters or spread out between two semesters (fall/spring only).
2. Internships are a minimum of 14 weeks in duration (one semester long internships).
3. A minimum of 200 hours must be accumulated during the semester (approximately 15 hours per week). If spreading the internship out over two semesters, then 100 hours each semester.
4. Internship sites must be approved by the CEHHS Office of Academic Advising and Field Experience.
5. Students are required to complete the course assignments associated with TED 4700.

Internship Process

1. Complete the online application by deadline.
2. Find and secure an internship.
3. Submit Agency/Intern Confirmation forms by submission deadline, request permission number and enroll in the course TED 4700 Education Capstone.



1. Online Application

APPLICATION

The online application is for the Office of Academic Advising and Field Experience office purposes only. It serves as a tool for students to begin their search process. 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 identified at least three agency choices before completing the online application. Even if students know where they will be doing their internship before completing the application, students still need to have two additional agencies identified as backup/plan B options.

1. Use the internet and your own personal networks to generate a list of potential internship sites.
2. View the [non-certification website](#) for a list of potential internship sites. However, do not limit your choices to this list.
3. Students may call agencies they are interested in and ask if they are accepting interns.
4. Network by attending a career or volunteer fair, speak with guest lectures from agencies and job shadow in your field of interest.
5. 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 at your place of work must be discussed and approved by the Office of Academic Advising and Field Experience and the Chair of Teacher Education.



RESUME

It is important to have an updated resume for your internship and future job search. The UNO Academic and Career Development Center can review resumes and provide feedback. Students can call 402.554.3672 or make appointments via Handshake. Additional resources can be found [online](#).

2. Find an internship.

It is the student's responsibility to contact organizations and secure an internship placement. 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 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 INTERNSHIP INQUIRY EMAIL (you will need to tweak this to fit your situation)

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 200-hour internship in a community setting in the ____ semester. I have taken classes in child/youth development, special education, 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

Bachelor of Science in Education - _____ concentration (insert your correct concentration - Family & Community or Youth & Training)

Anticipated graduation: (Month Year)



PREPARE FOR AN INTERVIEW (interviews may not be required by the potential internship site, however, it is good to be prepared)

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.

Practice Beforehand

Sample interview questions – it is good to prepare your response to these common questions ahead of time:

- Tell us about yourself.
- What are your objectives or goals for this internship?
- Share a time you had a challenge at work – what did you do and how did you resolve the situation?
- What is your greatest strength? Weakness?
- Tell us about your greatest accomplishment.
- What motivates you?
- What questions do you have for us?

Sample questions you might ask at the end of the interview:

- 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?

The UNO Academic and Career Development Center can help you prepare for an interview. Students can call 402.554.3672 or make appointments via Handshake. Additional resources can be found [online](#).

3. Submit Agency/Intern Confirmation Forms and enroll in the internship course.

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 **December 1**, depending on the internship semester. This means students must have secured 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 to enroll in the course.

Students must have an internship confirmed and forms submitted by the following dates:

Fall Internship – June 1

Spring Internship – December 1

Item	Due Date
1. Complete Online Application for Internship	Fall: March 15 Spring: September 15
2. Agency/Intern Confirmation Forms Submitted and Internship Solidified/Secured	Fall: June 1 Spring: December 1
3. Permission Numbers Issued	The week after forms are submitted to the advising office. Students should enroll in internship class as soon as they are able.



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 your Academic Advisor who will pass this on to the 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 approve your chosen site. You will also still need to have at least two more agency listed even though you already know where you would like to do your internship. It is good to have a back-up in mind.

When is the application deadline?

Spring internships: September 15 (secured and signed forms & submitted by December 1)

Fall internships: March 15 (secured and signed forms & submitted 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.

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?

CEHHS 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). To pass the internship, students must receive a satisfactory (S) grade.

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

Students should reach out to their assigned University Supervisor and TED 4700 instructor soon as possible so support and interventions can be made.



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.

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

