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 90 credit hours
2. Completed TED 2300
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, no summer term at this time).
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 an internship
3. Turn in internship forms by final deadline, request permission number and enroll in course – TED 4700.
4. Meet with the TED 4700 internship team via group meeting (University Supervisor, Professor of Record, Academic Advisor, and Coordinator of Practicum Experiences) prior to starting practicum.
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. Please use the form, Student and Agency Responsibilities (located in the FORMS section of this manual). These should be given to any organization that requests information or that has never hosted a CoE student before. If the agency has never had a formal UNO CoE student intern, please speak with the Practicum Coordinator and/or Academic Advisor first, as additional paperwork is required.

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 Internship 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.

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. The Academic Advisor will email reminders about the submission deadline.

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.

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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>1. <strong>Complete Online Application &amp; Resume Submission for Internship</strong></td>
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<td>*Deadlines: Fall – March 15, Spring – September 15</td>
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<td>Students must upload a resume when completing the online application</td>
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<td>2. <strong>Internship Forms Submitted and Internship Solidified</strong></td>
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<td>*Deadlines: Fall—June 1, Spring—November 1</td>
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<td>3. <strong>Permission Numbers Issued</strong></td>
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<td>*The week after forms are due/turned in</td>
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<td>4. <strong>Meet with the TED 4700 Internship Team</strong></td>
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<tr>
<td>Approximately two weeks prior to the start of the semester meet with Internship leadership team.</td>
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</table>
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 your 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 you have applied for your internship and have met the minimum prerequisite requirements in addition to the Practicum Coordinator requirements, 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.

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.
FORMS

These items must be completed and returned to RH 204 via email, fax or drop off by deadlines. This should be given to the interviewer or the students’ worksite supervisor.
INTERN-UNIVERSITY AGREEMENT

The intern will:
1. Complete 270 hours for 1 semester internship or 135 hours per semester over 2 semesters as an undergraduate student at their approved internship site over the course of the semester.
2. Submit all materials on time.
3. Submit a bi-weekly report to track hours, duties and responsibilities in LiveText.
4. Complete the Professionalism Checklist Rubric.
5. Complete the Midterm and Final Assessments.
6. Review the Midterm assessment with the Worksite Supervisor and University Supervisor during the Midterm Conference.
7. Review the Final Assessment with the Agency/Business Supervisor and University Supervisor during final weeks of internship.
8. Complete Student Evaluation of Internship and Site Supervisor.
9. Complete a Capstone Project that is agreed upon by the Site Supervisor.
10. Adhere to all policies, regulations and procedures of internship site.
11. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Manual and course syllabus and other material issued by the TED 4700 Internship Team/Professor of Record.

Note: Failure to meet the aforementioned agreement items will affect the final grade.

The University Supervisor will:
1. Represent the University in all official arrangements with cooperating agencies/businesses and confer with all Worksite Supervisors.
2. Maintain open communication with the intern and the Agency/Business.
3. Set time and day for all conferences with intern.
4. Make six on-site visits during the semester to observe the intern. Three visits per semester for an internship over two semester.
5. Carefully review and evaluate Midterm and Final assessments, as well as Agency Final Evaluation of Student, Bi-Weekly Activity Reports and Capstone Project, and any additional information presented and determine the final grade for the intern.

I hereby acknowledge that the items explained in this agreement constitute the formal basis for an educational experience between the student and university supervisor. The grade received in the course will be based on the aforementioned items.

Intern’s Printed Name: _____________________

Intern’s Signature: _____________________ Date: ___/___/___
INTERN-AGENCY AGREEMENT

Intern’s Name: ________________________________

Agency/Worksite Supervisor: ________________________________

The Agency will:
1. Review and approve bi-weekly reports.
2. Assist the intern in selecting a capstone project that benefits the student and agency
3. Complete the Professionalism Checklist Rubric.
4. Complete the Midterm Assessment.
5. Complete the Midterm conference with the Internship Candidate and University Supervisor.
6. Complete the Final Assessment.
7. Complete the Final conference with the intern.
8. Allow University Supervisor to complete six site visits for a one semester internship or three site visits per semester for an internship over two semesters
9. Cooperate with the University Supervisor.

The Intern will:
1. Provide a minimum of 270 hours for 1 semester internship or 135 hours per semester for an internship split over 2 semesters of service beginning on the first day of classes for the given semester and ending on the last day of classes for the given semester.
2. Strive to become familiar and understand the total operation of the Agency/Business.
3. Communicate professionally with the Worksite Supervisor and University Supervisor.
4. Develop three SMART goals relevant to their internship and/or the organization’s needs.
5. Complete the Professionalism Checklist Rubric.
6. Complete bi-weekly reports to track hours, duties, and responsibilities.
7. Complete the Midterm and Final Assessments.
8. Complete the Midterm and Final conference with the Worksite Supervisor and University Supervisor.
9. Select a capstone project with the Worksite Supervisor that is mutually beneficial to the Agency/Business as well as the student academically.
10. Adhere to all policies, regulations and procedures of internship site.
11. Complete any necessary additional background checks and/or certifications or immunizations needed to be placed at the internship site.

This is an agreement of understanding and not a legal binding document. We agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

Agency/Worksite Supervisor Signature: _____________________________ Date: __/__/__

Intern’s Signature: ________________________________ Date: __/__/__
AGENCY CONFIRMATION FORM

Name of Student: ____________________________

Date of Interview: __________________________________

Name of Interviewer: _______________________________

Interviewer Position Title: ___________________________

Agency/Business Name: __________________________________

Agency Address: _______________________________________________________________________

                   Street Address                   City                   State                   Zip

Phone Number: (___) _______________   Email Address: ____________________________

An interview or meeting has been completed with the above student.

☐ I will accept the above student for an internship

Internship Start Date: ____________________________

An interview or meeting has been completed with the above student.

☐ I will NOT accept the above student for an internship

If you will not accept the above student for an internship, please state your reasons:
_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Interviewer or Worksite Supervisor Signature: ____________________________   Date: ___/___/___

Student/Intern’s Signature: ____________________________   Date: ___/___/___

Please return forms to the College of Education’s Office of Academic Advising and Field Experience
University of Nebraska at Omaha – Roskens Hall, Room 204
uncoeadvising@unomaha.edu
Phone: 402.554.2717 | Fax: 402.554.2868
STUDENT RESPONSIBILITIES

Summary of Student Responsibilities and Academic Requirements:
1. Student must complete 270 hours for 1 semester internship or 135 hours per semester for an internship split over 2 semesters of service beginning on the first day of classes for the given semester and ending on the last day of classes for the given semester.
2. Strive to become familiar and understand the total operation of the Agency/Business.
3. Communicate professionally with the Worksite Supervisor and University Supervisor.
4. Develop three SMART goals relevant to their internship and/or the organization needs.
5. Complete Bi-Weekly Reports to track hours, duties, and responsibilities.
6. Complete the Professionalism Checklist Rubric.
7. Complete the Midterm and Final Assessments.
8. Complete Student Evaluation of Internship and Site Supervisor.
9. Complete the Midterm and Final conference with the Worksite Supervisor and University Supervisor.
10. Select a capstone project that is mutually beneficial to the Agency/Business as well as the Student academically.
12. Adhere to all policies, regulations and procedures of internship site and assignment dates as explained in the Internship Manual and Internship Handbook and other material by the TED 4700 Internship Team/Professor of Record.
11. Successfully complete all requirements associated with TED 4700.
12. To notify the Site Supervisor/Practicum Coordinator/Professor of Record in the event of a serious problem with the site.

AGENCY/BUSINESS RESPONSIBILITIES

To the University:
1. To cooperate in the exchange of information on progress of the Intern.
2. Review and approve bi-weekly reports.
3. Allow University Supervisor to complete six site visits for a one-semester internship or three site visits per semester for an internship over two semesters.
4. To formally meet with the University Supervisor at Midterm Conference and periodically (as needed) to discuss the student’s progress.
5. To provide the University Supervisor with a formal evaluation of the Student’s performance at midterm and one week prior to the final conference.
6. To provide the University Supervisor with an informal evaluation of the Student’s performance between the midterm and final formal evaluations.
7. To discuss curriculum offerings as related to the Student’s weaknesses and suggest changes.
8. To notify the University Supervisor in the event of a serious problem with the Intern.

To the Student:
1. To confer with the Internship Candidate to determine responsibilities during the experience and to present an overview of the Agency’s/Business’s purposes, policies, administration, program, and plant.
2. Assist the Internship Candidate in selecting a capstone project that benefits the student and agency
3. To inform the Internship Candidate of all rules and regulations to which the Internship Candidate must conform.
4. To schedule periodic conferences (e.g., weekly or biweekly) to aid the Internship Candidate and give him or her an idea of his or her progress.
5. To keep continuous records of the Internship Candidate’s work and progress.
6. To develop a working agreement with the Internship Candidate (Intern-Agency Agreement) which clearly delineates his or her role and responsibilities in the Agency/Business (to be developed in the first week of the internship and placed in writing with copies to the Student and University).
7. To review and approve bi-weekly activity reports and discuss them with the Internship Candidate when necessary.
8. Complete the Professionalism Checklist Rubric.
9. Complete the Midterm Assessment.
10. Complete the Midterm conference with the Internship Candidate and University Supervisor.
11. Complete the Final Assessment.
12. Complete the Final conference with the intern.
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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.

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