

**University of Winnipeg
Developmental Studies Program
Faculty of Education**

**Guidelines
for
DEV-3630-001 Advanced Internship**

DEV-3630-001 Advanced Internship

Guidelines

The guidelines outlined in this document pertain to the final course in the Developmental Studies Program, the Advanced Internship, which is described in the UW Course Calendar as follows:

DEV-3630(3) ADVANCED INTERNSHIP (A, S1) The course provides advanced field experience in the administration of child-care centres and leadership in the early-childhood community. Students learn skills within such topics as child-care licensing requirements, programs and policy planning, personnel management, budgeting, the inclusion of children with special needs, and developing and implementing individualized programs. Students develop a major project in their selected area of specialization that provides a focused learning experience in their placement. The internship consists of 10 160 hours (equivalent to 20 8-hour days) at a designated internship site.

- The general objectives of the Advanced Internship course, both in the classroom and on site, are for the student to observe experience, analyze, and reflect.
- Course lectures and class time will focus on the orientation for the learning contract, advocacy, internship peer reviews, and debriefing.
- The hours designated for the course will consist of 10 hours of instructional time and 160 hours—2 8-hour days weekly for 10 weeks—at the internship site.
- Students may be expected to attend some weekend and evening orientations or presentations at their internship sites (e.g., parent-orientation sessions).
- Students will write and submit a reflection weekly.
- The instructional hours will be slotted into a regular timetable slot to ensure regular contact and allow for advance planning by the students. Adjustments can be made to accommodate student needs.
- The 10 hours of class time will be scheduled to reflect the setup and the needs of the internship: two sessions in January and one in each of February, March, and April.
- It is the responsibility of the course instructor to arrange the internship placements for the students.
- Students are not permitted to intern at their regular workplace.

Reciprocal arrangements will be considered and approved on an individual basis.

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Partner Organization and Contact Person Roles and Responsibilities

The partner organization is responsible for

- assigning an individual from the organization who will have responsibility to work with the internship course instructor;
- introducing the students to the organization, personnel, and other relevant participants;
- providing the students with background information to help them identify the mission and goals of the organization;
- supervising the students and providing meaningful intern opportunities;
- fulfilling the total number of internship hours required for each student (160 hours) at the agreed upon times and signing a logbook to verify student attendance;
- informing the internship course instructor of any attendance or performance issues;
- giving the student ongoing feedback; and
- providing the student with a reference letter, at the discretion of the student's supervisor, as an evaluation of the student's performance. (The final grade will be assigned by the University of Winnipeg internship course instructor.)

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Student Roles and Responsibilities

The student is responsible for

- complete a Learning Contract according to a template provided by the course instructor;
- building strong communication with the organization and its clients;
- getting to know the mission and mandate of the participating organization;
- demonstrating and maintaining appropriate professional etiquette and adhering to the organization's code of conduct;
- showing initiative;
- seeking clarification and further instruction where applicable;
- completion of 160 hours of interning with the partner organization;
- reporting to the site on time and signing the log;
- notifying the site supervisor and course instructor of absences or late arrivals, whenever possible; and
- making up any absent time, as arranged with the site supervisor, and informing the course instructor of the arrangements.

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Instructor Roles and Responsibilities

The instructor is responsible for

- consulting with Developmental Studies in the fall term to obtain the class list for DEV-3630-001 in order to determine the number of partner sites required for the winter-term internship course;
- arranging a meeting with the students in the course during the fall term to set up the internships in preparation for the internships in the winter term;
- making the arrangements for the internships at appropriate sites;
- conducting 10 hours of classroom instruction or the equivalent;
- matching the site and the student and assigning the sites, with input from the student;
- informing the site of interning student;
- formalizing the arrangement with the partner site by composing and delivering a letter of understanding to the contact person at the site detailing the specific arrangements between the site and the student;
- maintaining regular contact with the internship partner organization and the contact person;
- making an initial visit to the partner site and additional visits as requested or necessary;
- ensuring the student's role at the site is within the mandate of the Developmental Studies Program;
- being available on site, if required;
- ensuring each student is getting the appropriate number of internship hours ;
- addressing any absenteeism or performance issues;
- evaluating the site and experience at the end of the term and providing written feedback as to continued use of the partner site; and
- assigning Pass or Fail grade to student.