



## **Intern Supervision Program**

### **Registration and Grading**

The program is targeted for CMS students in their under graduate years and students in a graduate program.

### **Undergraduates**

- a. Will be registered for the intern program'
- b. The student will receive a letter grade from the chair or Internship Coordinator on their papers and presentation. The Registrar's Office will convert the letter grade to CR (credit) or F (Fail).
- c. Credit will apply to general electives only and will not satisfy a required course toward your major.
- d. May take from one to six credits depending upon internship.

### **Graduate Students**

- a. Will be registered for the Intern Program.
- b. The student will receive a letter grade from the chair or Internship Coordinator on their papers and presentations. The Registration's Office will convert the letter grade to CR (Credit) or F (Fail)
- c. Will receive one to fourteen credits depending upon internship.

### **Working Time/Days**

Hours worked will be recorded on the time summary sheet (A time sheet is provided). A signature from your supervisor verifying the time must be at the bottom.)

### **Internship Proposal**

Students will submit a one-page proposal stating the objectives of the internship and the possible learning outcomes to the Department Chair or Internship Coordinator. The proposal is based from the students' perspective of what they think they will learn from the internship Credits given are determined at the beginning of the internship with the Department Chair or Internship Coordinator.

### **Reflection Journals (Papers)**

Students submit three reflection papers (normally 2-5 pages) at regular intervals during their internship. The reflection papers describe the internship experience each week, and should address the school (i.e., healing, metaphysical education) Principles and concepts that the student is learning. Learning has been taking place (via theoretical study, via mentoring from a more experienced colleague, through trial and error, through being

integrated into a team which supports you, etc.). Students should get an assessment of how you are able to put into practice concepts, skills and idea gained through class work; how the internship relates/will relate to your work back in the classroom.

Students should also address the objectives of the internship and note ways in which you may revise those objectives (for example, (you learning more quickly, being offered more responsibility, etc.). These reflection papers are a key part of your internship and credit and will be graded by the Department Chair or Internship Coordinator.

### **Tips on Portfolio Creation:**

- Keep copies of all your work (from informal notes to final projects)
- Keep copies of relevant information issued to you by your field administrator.
- Keep informational notes on what you do when you do it, and how your work is organized, etc.
- Keep a list of all projects you complete/the clients for whom you work.
- Keep copies of praises from colleagues or supervisors.

### **Supervisors**

For distance learners, a field supervisor must have appropriate credentials. For example, undergraduate levels (bachelors); at advanced levels (masters or higher) in area of supervision. The credentials are evaluated and approved individually.

It is the responsibility of the intern to cooperate with CMS in ascertaining a certified supervisor.

The intern will meet individually on a weekly basis with his/her field supervisor for face-to-face supervision of all internship activities.

The intern will meet monthly with his/her CMS supervisor for face-to-face supervision of all internship activities.

***NOTE:** Distant learners may schedule a conference with the CMS supervisor via email or phone.*

It is the responsibility of the intern to make all necessary arrangements for the CMS supervisor to complete site visits if feasible. There will be one site visit per quarter; others will be scheduled as needed.

The field supervisor will receive an internship evaluation to be completed for each student at the beginning and end of the internship. The CMS supervisor will also complete an evaluation of each intern at these times. These evaluations will be discussed with each student by both the CMS and field supervisors.

If needed, the CMS supervisor will meet with the field supervisor and the intern at times other than those regularly scheduled to discuss the internship placement or other issues of concern.

## **Final Presentation**

At the completion of the internship, students prepare a 10-minute Power Point presentation about their internship (6-10 slides, of video, a detailed booklet), to a group that includes the Department Chair or Internship Coordinator. You will be invited to a group presentation meeting to be scheduled with the Chair or Internship Coordinator to make your presentation.

## **Summary of Requirements**

- Secure Internship. Pick up internship for credit packet and internship request form.
- Setup intern meeting with Department Chair or Faculty Sponsor assigned by Chair as soon as possible. Submit Internship Proposal and Internship Request Form to them for approval and their signature. Submit Internship Request Form to Registrar. Registration for an Internship can be done any time.
- Submit Intern Fact Sheet, Internship Agreement and Duties Description to CMS Registrar.
- Upon registration, pay tuition.
- Write three reflective papers and hand into Chair or Faculty Sponsor.
- Prepare and present a 10-minute Power Point Presentation on your internship.
- Give time sheet to Department Chair or Faculty Sponsor.
- Submit supervisor and intern evaluations to the Dean of Education.