

#### [Link to copy of Sample Syllabus](#)

1. The College Instruction Internships (COIN 621 and COIN 622) are considered informal internships. Students are not required to do their internship with their current employer, although it may be of benefit if they do.
2. The College Instruction Internships do not need to be taken in order.
  - a. The internships can be combined, so a student may use the same project for COIN 621 and continue that project through COIN 622. However, students can decide to do a whole new project for COIN 622 with a whole new mentor if they like.
3. Students are responsible for setting up their own internships and securing their own mentors.
  - a. **Selecting an internship site:** as a student in the Adult Education or COIN program, you have flexibility about where you do an internship, it could be a local community college, it could be for a director of training and development at a credit union, etc. Select an internship location/company where you can apply the content you are learning in the program.
  - b. Each internship requires 60 hours per course. Many students have completed internship hours remotely under the guidance of a mentor.
  - c. Mentors should be someone who does well or excels in the type of project you are working on. The agreement between mentor and mentee is an information agreement to oversee the development of the project and provide insight into how to best complete the project. **Sample projects:** you could be designing a diversity training program, or working with a faculty member to design a new assessment tool.
  - d. You can do an internship at your place of employment as long as your project aligns with your program content and you have a site mentor.
4. Students will fill out an Internship Verification Form and Building Acknowledgement Form **six weeks prior** to the course starting. If doing two different locations then two forms need to be submitted. The verification form allows EWU to confirm that the company or school you are interning at knows you are there.

#### [VERIFICATION FORM LINK](#)

5. Students will enroll in two separate internship courses in two separate six week sessions. Each internship does require 60 hours per course (an estimated two hours per weekday is suggested working on the internship.) The internship has weekly discussion boards and assignments to help progress students through the internship writing process.
6. *\*Please note that the internships are all 2 credits. If you are receiving financial aid it will not kick in until second session if you are not enrolled for at least 4 credits first session (for example – if for session 1 you are only taking the 2 credit internship then you will have to pay out of pocket for those two credits until the beginning of the second session then your financial aid will be released and you will be “reimbursed” for those 2 credits for the first session and then given the rest of your aid at that time.)*
7. **There is no state issued endorsement attached to this program. Successful completion of this program is for professional development only.**