**REQUEST FOR APPROVAL OF INTERNSHIP (HIGHER EDUCATION PROGRAM)**

CASTRO, ARACELIE L. G00637078

Student G#

Requests approval of the internship described below:

Title: CTCH 885 INTERNSHIP IN COLLEGE TEACHING AND ADMINISTRATION

200 MACDILL BOULEVARD, WASHINGTON DC 20340

Internship Site

NATIONAL INTELLIGENCE UNIVERSITY

Organization

DOCTOR SUSAN STUDDS, PROVOST

Internship Mentor (Name/Title)

SUMMER 2016 ENROLLMENT (ACTUAL WORK PERIOD MARCH-AUGUST 2016)

Semester and year to be taken

**Internship Proposal** **should include the following:**   
1. A statement of purpose and rationale;

2. List of learning outcomes  
3. A description of workplace responsibilities;  
4. A description of how the purpose of the internship will be accomplished;  
5. A description of the criteria against which the supervisor/mentor will evaluate the internship; 6. A plan of work (minimum of 180 hours for three credits, this includes research and writing hours).

Required Signatures:

Student Date

Knowledge Area Advisor Date

Internship Mentor Date

Director of Academics Date

**1. Statement of Purpose and Rationale**

I am considering several potential career paths influenced by a course I took on managing study abroad programs and international students in the fall semester of 2012.  I would like to continue working for the U.S. federal government and eventually retire as a civil servant.  An internship within the National Intelligence University (NIU) will help me identify potential federal opportunities while allowing me to continue working full-time in the Defense Intelligence Agency’s (DIA) Chief Financial Officer’s (CFO) Programming and Budget Formulation office. DIA, NIU, and I will benefit from my working in a program area distinct from my normal work area. Interning at NIU will allow me insight into interactions between a multiple federal government agencies and higher education institutions/policymakers.

**2. Learning Outcomes**

By the completion of the internship, I will be able to

* Communicate to a given audience the mission and goals of the NIU programs and their importance to the Intelligence Community (IC) Enterprise
* Demonstrate a working knowledge of the processes required for maintaining institutional, national, and international higher education accreditation
* Demonstrate a working knowledge of the processes required for administering an executive-level degree program
* Apply understanding of qualitative research to evaluate journal articles and book chapters related to graduate students, international education, adult education, higher education administration, and other topics of interest applicable to internship and dissertation proposal research
* Understand and apply concepts of leadership, teaching, administration, and assessment within the workplace setting
* Reflect on myself as a cultural being, analyze the ways in which that influences my work in higher education, value diversity, and meet multicultural competencies

**3. Workplace Responsibilities**

I will work at the NIU as it prepares for its ten-year accreditation review. I will research the history of the university and work on specified sections of the review (to be determined in April or May). Additionally, I will assist with the preparation for and administration of a weekend schooling program where executives and military reservists attend courses one weekend per month and two weeks in the summer to earn intelligence/science and technology degrees (master’s and bachelor’s level).

**4. How the purpose of the internship will be accomplished**

I will write weekly journal entries that document learning experiences and lessons, as well as reflections and goals for problem situations I encounter. I will submit the reflections to my mentor at the end of every six weeks for her review and feedback.

Toward the end of my internship, I will schedule a briefing for my mentor and other interested parties to present my internship journey and the findings of my project.

I will also include unclassified materials I develop as part of the internship experience including surveys, briefings, reports, or policy memos. Additional evidence of meeting learning objectives may be web sites, Power Point, overheads, readings, etc.

My final work will be an 8-10-page paper reflecting on how this experiential learning opportunity has helped develop my awareness of issues in higher education (references to higher education coursework are expected), as well as any major work products I develop over the course of the internship.

At the end of the internship, I will compile all of the items above and a written mentor evaluation to form my portfolio of work.

**5. Criteria against which the supervisor/mentor will evaluate the internship**

* Understanding the dynamics of the NIU workplace environment, goals, mission
* Preparing clear, concise reports, electronic communications, etc. for the mentor, making approved reports and communications available for larger audiences as appropriate (higher education partners, government partners, accrediting body, students, faculty, staff)
* Placing material in a larger agency, departmental, national, and global context
* Creating or choosing recommendations for implementation at the appropriate levels and in priority ranking
* Communicating clearly and repeatedly with varying audiences interested in the project outputs
* Respecting diversity when presenting material orally or in writing

Mentors complete a written evaluation of the students' performance and send it to the Director of Academics. This evaluation will also be included in the internship portfolio.

**6. Plan of work (minimum of 180 hours for three credits; this includes research and writing hours)**

I will work in two-hour blocks, two days each week between the end of March and middle of August 2016 (4 hrs/week \* 20 weeks = 80 hours; may be accomplished over the weekends during the weeks that weekend classes will be held). I will do approximately five hours of additional work each week writing journal entries, reading related literature, and preparing the internship portfolio (5 hrs/week \* 20 weeks = 100 hours). The result will be a total 180 hours work (80 hours + 100 hours = 180 hours).

I will submit my portfolio of work (either in electronic format or as a bound hard copy) to the Director of Academics immediately after the completion of the internship on an agreed upon date.

The portfolio will give me an opportunity to summarize internship experiences and document insights gained. In the portfolio, I will describe and evaluate the internship experience and create a portfolio with an eye for external readers.

**UPDATE**

I propose the following schedule for my internship under AWS 3:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 0830-1030 NIU (2 hrs) | 0900-1630 CFO (7 hrs, lunch) | 0830-1700 CFO (8.0 hrs, lunch) | 0830-1030 NIU (2 hrs) | 0900-1730 CFO (8.0 hrs, lunch) |
| 1030-1630 CFO (5.5 hrs, lunch) | 1630-1730 CFP (1 hr) |  | 1030-1630 CFO (5.5 hrs, lunch) |  |
| 1630-1730 CFP (1 hr) |  |  | 1630-1730 CFP (1 hr) |  |
| 1730-1900 CFO (1.5 hrs) |  |  | 1730-1900 CFO (1.5 hrs) |  |

On certain occasions, I may also request permission from my supervisor to alternate times so that I can complete a [CFO] work assignment or so that I can attend NIU meetings that occur outside of my scheduled internship hours.