Frequently Asked Questions about the Internship

Below is a listing of the most frequently asked questions related to the changes made to the internship activity logs. The format of the portfolio remains the same and the only section of the portfolio that changed is the internship activity logs. The changes will make the portfolio process much more streamlined and will save time for all of you. The changes were 100% to the benefit of the students in the various programs.

If you have questions, please contact your advisor. If you do not know the name of your advisor you should log into My Campus on the ASU Website, go to your account in Self Service and you will find your advisor's name listed in My Information.

If you have not already done so, I strongly advise you to log into Blackboard and spend time in the Internship & Portfolio Information in My Organization in Blackboard. There are screenshots of different sections as well as detailed information for each section of the portfolio.

FAQS

1. What do I need to do if I did not take a course that is listed on the internship activity log?

You are not expected to complete activities for courses that are not in your degree or program of study. You should use NA in the Completion Date Column on the internship activity log for activities in courses that are not in your degree or program of study.

2. What do I need to do if I did participate in a course but did not complete an activity that is listed on the internship activity log?

You should use NA in the Completion Date Column on the internship activity log for activities you did not complete in the course.

3. What does "intentionally left blank" mean and what do I need to do for those standards?

That line was intentionally left blank because an activity has not been aligned with that particular standard. You are not expected to complete an activity for the standard.

4. What if I have already completed internship activities independently? What am I supposed to do with the internship artifacts and the reflective summaries I have already prepared?

You may add any independently completed activities to the internship activity log by adding lines to the tables. You may include the documentation for those activities (artifacts and reflective summaries) under the appropriate standards. You will receive extra credit in Section 5 for any additional activities completed independently.

5. Do I need to delete the portfolio I had already started and begin a new portfolio?

The format of the portfolio did not change and there is no reason to delete your portfolio and start a new portfolio. The only change is the internship activity log for Section 5.

6. What is the difference between the documents that go in section 5 and section 6?

An internship artifact (section 5) is a field experience that is completed as an assignment in your coursework. It is usually an activity that involves something you do in a school or district. A program artifact (Section 6) is any other activity completed in your coursework that is not a field experience - a research paper, a discussion board issue, a case study, etc. Both are from assignments in your courses but the internship artifacts are directly related to something you did in your school or district. You may use any assignment in Section 6 that is not used in Section 5.

7. What about access to assignments and the syllabus for previous classes in blackboard. Is there a way to do that?
Courses are usually available in Blackboard for one term after the end of the course. The assignments and syllabus are not available in Blackboard after that time. At this time there is no way to access documents from the courses that are no longer listed on your Blackboard homepage.

8. What do I do if the same activity is listed for several standards?

There are many activities that apply to more than one standard. For example, the School Crisis Plan activity in ELAD 6003 applies to 4 standards. You will upload the assignment and the reflective summary in the section for each of the 4 applicable standards. It will appear 4 times in your portfolio.

9. What do I need to do if my course professor had me submit the reflection as part of the assignment in his/her course? Do I need to use the reflective summary template for that assignment?

Yes. The reflective summary template for internship activities must be used for all activities submitted in Section 5. The template must be used. You will upload two documents for each activity - the assignment completed in the course and the reflective summary.

10. How many internship activities must I complete?

The new requirement is not "one size fits all" and there is not a specific number of activities required. There are students coming from 10 different degrees or programs of study – not all students take the exact same courses, some students transfer in courses, some take 12 courses, some take 10 courses, some take 8 courses, etc. You have to select the correct log for your degree or program of study. On that log you will find a listing of the field based activities that the professors indicated were in their courses. If you did not take a course listed on your log, then enter NA. If you did not complete an activity in a course, then enter NA.

11.   Please explain the statement on the internship activity log that states "candidates must indicate adequate and substantial experiences at both the K-6 and 7-12 levels."

This applies to students who are seeking K-12 licensure. All students in Arkansas will be required to complete experiences at both the K-6 and 7-12 levels due to a change in the licensure laws in the 2013 legislative session. At this time the law does not define "adequate and substantial".

12. Do I need to complete a reflective summary for the program artifacts included in Section 6?

Yes, there is a different template for the reflective summaries in Section 5 and for the program artifacts in Section 6.

13. I have more than 10 documents/artifacts to be uploaded to a section in Section 5 of the portfolio. How do I do that?

Each section in Section 5 of the portfolio will hold up to 10 documents. It is possible that some students will need to upload more than 10 documents. It is quite easy to add another section if you have more than 10 documents under one standard. Follow the instructions below.

- Go into Section 5 of the portfolio.
- Select the blue "Manage Sections" button on the right of the screen.
- Select the "Create Section" button on the left of the screen.
- Select "Text and Image"
- Name the section "Internship Artifacts - ELCC Standard ___ continued" - (fill in the blank for the standard)
- Click "OK" to save.
- Click on "Section Order" - it is the second button just after "Create Section".
- Click on the new section you created - it will probably be last on the list.
- Use the gray arrows to move your new section up in order so it will be located under the other section by the same name.
- Click "Save".
- Click "Save & Finish".