

MASTER'S OPTION GENERAL GUIDELINES

Option 3: Internship

School of Education
University of Houston-Clear Lake

Description of Options

Candidates wishing to earn a master's degree in the School of Education must complete one of four master's options. Not all options are available in all programs. Candidates should consult their advisors to determine which options are available to them and, when there is a choice, which option will best meet their academic goals.

The four master's options available are:

- OPTION 1: Master's Thesis**
- OPTION 2: Master's Project**
- OPTION 3: Master's Internship**
- OPTION 4: Master's Comprehensive Examination**

Option 1: MASTER'S THESIS. The master's thesis option is designed to allow candidates to conduct a research study related to the field of education. Master's thesis studies must adhere to educational research design principles, and the methodology may be qualitative or quantitative. It is generally expected that thesis studies will contribute to the knowledge base of the discipline and be of a quality that would permit publication in a scholarly journal. At the completion of the master's thesis study, the candidate will present a formal, bound report of the study to the University Library. (See Option 1: Master's Thesis for requirements)

Option 2: MASTER'S PROJECT. Although most master's projects are also research studies, this option is designed to allow candidates more flexibility in the type of research pursued. Master's projects generally involve the development of a product (curriculum, software, etc.). Research on the effectiveness of the product is generally a component of the master's project. (See Option 2: Master's Project for requirements)

Option 3: MASTER'S INTERNSHIP. The master's internship option is designed to provide candidates with hands-on experience in applying their knowledge and skills in an educational setting. Programs that allow the internship option include those leading to special licensure of professional certification. A product, demonstrating activities conducted during the internship, is required. It should be noted that some programs allow a candidate to take a practicum, but the practicum does not count as the Capstone Experience. Candidates should check with their advisors. On the next page is a table listing the options for the Capstone Experience in each program. However, it is recommended that candidates check with their advisors. (See Option 3: Master's Internship for requirements)

Option 4: MASTER'S COMPREHENSIVE EXAMINATION. The master's comprehensive examination option is designed to allow the candidate to take six additional hours of coursework and have a comprehensive examination replace the capstone course experience. There is a stringent set of rules and procedures governing the comprehensive examination. The candidate should work closely with her/his graduate faculty advisor throughout the process of successfully completing the comprehensive examination

Table 1: Options for the Capstone Experience

| | Thesis | Project | Internship | Practicum |
|--|--------|---------|----------------|----------------|
| Counseling | | | ✓ | ✓ ¹ |
| Curriculum and Instruction | ✓ | ✓ | | |
| Early Childhood Education | ✓ | ✓ | ✓ | |
| Educational Management | | | ✓ | |
| Instructional Technology | ✓ | ✓ | ✓ | |
| Multicultural Studies in Education | ✓ | ✓ | | |
| Reading | ✓ | ✓ | ✓ ² | ✓ ² |
| School Library and Information Science | | | ✓ | |

¹ COUN's Capstone Experience consists of BOTH the Master's Internship (COUN 6739) and the Counseling Practicum (COUN 5739).

² LLLS 6639 and LLLS 6732 serve in the capacity of an internship and practicum for Reading.

The following are requirements that go beyond any one of the options:

1. All three options require candidates to have a signed plan of study in their files in the Office of Academic Advising, B1231.
2. All three options require candidates to have a signed Master's Option form in their files in the Office of Academic Advising, B1231.
3. Registration in any of the three capstone courses (Master's Project, Master's Thesis Research or Graduate Internship) requires the approval of the Associate Dean.
4. Before registering for Master's Project (EDUC 6839) or Master's Thesis Research (EDUC 6939), the candidate must have completed EDUC 6033 plus an additional 21 hours of approved coursework.

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Option 3: MASTER'S INTERNSHIP

Option 3: Master's Internship is designed to meet the specific needs of the program and the candidate. Due to the variations across programs with respect to the Master's Internship requirements, it is imperative that the candidate check with their supervisor to determine what is required. Deadlines for the completion of the Master's Internship option are determined by the university supervisor who is directing the Master's Internship. Candidates should check with their advisors to determine exactly what is required to complete the Capstone Experience and which option is best to meet their needs. Before a candidate is approved for a Master's Internship, the candidate's program is audited by the School's Certification Officer. Listed below are the foci of the audits for each program.

Educational Management(ADSU)

ADSU requires 3 hours of internship (ADSU 6739). The Certification Officer checks to make sure that ADSU candidates have completed at least 27 hours of the Master's plan, including ADSU 6030.

Counseling(COUN)

COUN requires 3 hours of practicum (COUN 5739) and 3 hours of internship (COUN 6739). The Certification Officer check to make sure that COUN candidates have completed all courses on the Master's Plan except COUN 6031, COUN 6033, COUN 6739 and any electives.

Early Childhood Education(ECED)

ECED requires 3 hours of internship (ECED 6739) plus 3 hours of advised coursework. The Certification Officer checks to make sure that ECED candidates have completed at least 9 hours of the Professional Education Core and at least 15 of the 21 ECED hours on the Master's Plan.

Instructional Technology(INST)

INST requires 3 hours of internship (INST 6739) plus 3 hours of coursework. The Certification Officer checks to make sure that INST candidates have completed all Professional Education Core courses, all INST Core Courses and at least one elective on the Master's Plan.

Reading(LLLS)

Reading does not technology require the Master's Internship; however, analogous courses are required for the Capstone experience. Reading requires LLS 6639 and LLS 6732. Candidates must take LLS 6732 before LLS 6639. In addition, candidates must have completed 12 hours of LLS coursework and all of the Professional Education Core Courses.

School Library and Information Science(SLIS)

SLIS requires 3 hours of internship (LLS 6739). The Certification Officer checks to make sure that SLIS candidates have completed at least 18 advised hours of the SLIS Core Courses.

Candidates must bring a **Master's Option Course Enrollment** form signed by the faculty member serving as the internship supervisor to the Associate Dean for approval prior to initial registration in the appropriate graduate internship course (ADSU 6739, COUN 6739, ECED 6739, INST 6739 or LLS 6739). Once the Master's Option Course Enrollment form has been approved, the candidate may apply for the appropriate graduate internship. The internship application must also be approved by the Associate Dean prior to enrollment in the internship. Internship applications are available in the rack outside Suite B1231. Completed applications which have been signed and dated by both the candidate and his/her faculty supervisor must be submitted to B1231 by the dates listed below:

| | |
|---------------------------|-----------|
| For a Fall Internship: | June 8 |
| For a Spring Internship: | October 1 |
| For a Summer* Internship: | March 1. |

*Some internships are not offered in the Summer term.

Legally, UHCL must have a signed contract with the entity (business, agency, school district, etc.) that is hosting the intern. The deadlines listed above are only in effect if a candidate plans an internship placement with a UHCL contracted entity. Requesting a placement with an entity for which UHCL does not have a signed contract causes delays that may impact when a candidate can complete the internship. Delays range from four months to two years. It is advisable to request a placement with an approved entity. Placement should be discussed with an advisor.

If the program requires a practicum in addition to the internship, then the appropriate Program Area Chair must approve an application for a Practicum. Applications for practica may be obtained from the Office of Certification and Student Records (Suite B1231). Candidates should consult with their graduate faculty advisors to verify that the practicum counts as part of the Capstone Experience for their program. Completed applications must be submitted to B1231 by the following deadlines:

For a Fall Practicum: June 8
For a Spring Practicum: October 1
For a Summer* Practicum: March 1.

* Some practica are not offered in the Summer term.

It should be noted that the Master's Internship is treated as a course being taught by the candidate's internship supervisor. As such, the Student Satisfaction Survey must be administered. There is a special form of the Student Satisfaction Survey designed specifically for the Master's Internship. The internship supervisor should receive copies of the form three weeks before the end of the semester. If you have not received the form two weeks before the end of the semester, contact the Associate Dean.