Final requirements for the Delta Internship

The Delta Internship Seminar is but one part of the Internship experience. Once you complete the seminar and your project you will still need to do four activities to officially complete the internship. It is our intent that you address the first three requirements either in advance of, or through the process of, completing your Delta Certificate defense. The activities include:

1. Submitting a final version of your **Power Point slides** that describe your project and findings. This should include data from your project, etc. You can satisfy this requirement by including the slides as an integral part of your Delta Certificate defense presentation.

2. Writing a final **Reflective Statement** that addresses the following question: "How has your internship experience influenced your understanding of Teaching-As-Research, Learning through Diversity and Learning Communities?"

3. Writing a **Final Summative Report** that is intended to summarize your experience in a useful format so that your partner can incorporate your innovations into her/his own future teaching, informal science education or outreach activities. Think of this report as a record of your teaching and learning activities that others can build upon, similar to a research paper in your discipline. You may make substitutions for this report, for example a paper about your experience that you plan to submit for publication.

**NOTE:** Both the reflective statement and summative report should be incorporated directly into your Teaching & Learning portfolio as reflection and artifact. The documents do not have to be turned in separate from the portfolio. See the Delta Portfolio Guidebook for more information on how to incorporate materials into your Delta Teaching and Learning Portfolio as an artifact with an accompanying reflection.

4. Filling out an end-of-Internship **on-line survey**. You will be given more information about this when you complete the other requirements.

Additional information about each of these requirements can be found below and in the Internship Program Guidebook or by contacting the program at internship@delta.wisc.edu.

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**Note:** All of the requirements of the Internship Program must be completed in advance of, or as part of, the Delta Certificate review.
PowerPoint slides that convey your Internship Project

Slides should cover the following:
1. Statement of problem as well as question or hypothesis (plus photo of yourself; optional)
2. Approach (e.g. module, learning activity, technology)
3. Assessment & summary of project (TAR; your data)
4. Journey (Briefly describe what kind of experiences led you to the internship. What is your next step, professionally?)

As you participate in Delta, each program, course or activity provides you with an opportunity to reflect on your experiences and your thinking about teaching and learning. The slides that you create will provide a summary of your internship project that you can use to do the following:

- Incorporate into your Delta Certificate defense;
- Incorporate into a job talk or interview for a future position;
- Provide your internship partner with a summary to use to tell others about your work together;
- Provide your degree research advisor material to use in presentations or proposal writing to address things like broader impact requirements;
- Provide others in Delta with a representation of your work that they can in turn use to highlight work of individuals like yourself in the Program.
- Last, these slides could become figures in your Final Summative Report for the internship.

Writing the Reflective Statement

The Reflective Statement should address the following question: "How has your internship experience influenced your understanding of teaching-as-research, learning-through-diversity and learning communities?" The document should be 1 page in length, single-spaced with a paragraph about each of the three concepts, Teaching-As-Research, Learning through Diversity and Learning Communities.

You will find a number of guiding questions below that may be helpful to you as you write. You do not need to address these questions in your reflection. They are simply provided to help you focus your thinking about a particular topic.

NOTE: We encourage you to write this reflection to accompany your summative report, and to incorporate both into your teaching and learning portfolio.
**Writing the Final Summative Report**

This report is intended to summarize your experience in a useful format so that your partner can incorporate your innovations into her/his own future teaching, informal science education or outreach activities. Think of this report as a record of your teaching and learning activities that others can build upon, similar to a research paper in your discipline. You are encouraged to write the Summative Report in a way that is most useful to you. For example, if you plan to submit a paper about your experience for publication, write your Summative Report in that format. Or, if you intend to include a chapter in your thesis about your activities and research in science education, use that document as your Summative Report. The summative report should be incorporated directly into your Teaching & Learning portfolio as an artifact of your internship experience.

The Summative Report should be a minimum of five single-spaced pages in length, and not more than ten single-spaced pages. Also, for consistency across interns and projects, if you do not plan to submit a manuscript detailing your project for publication, a chapter for your thesis, etc., then this report needs to include the following:

- **Project title**
- **Abstract**
- **Introduction**, including:
  - The teaching issue or problem that you addressed
  - What was known about the issue/problem from the literature
  - Your Teaching-As-Research question
- **Your approach**
  - What were your desired learning goals and outcomes for participants? (What should your students be able to know, value and do (knowledge, attitudes and skills) as a result of your intervention?)
  - What instructional strategies, resources and learning experiences did you use to help students reach your learning goals and outcomes?
  - Describe the specific approaches & activities that you used to develop and use learning communities to promote learning.
  - Describe the specific approaches & activities that you used to engage participant diversity to promote learning.
- **Evaluation**
  - What were your key evaluation questions?
  - What assessment techniques/approaches did you use?
  - How did you analyze your data?
- **Results**
  - Describe the results of your project.
- **Discussion**, including:
  - Summarize the findings of your project.
  - Interpret your results relative to current findings in the literature.
  - Do your results “answer” the Teaching-As-Research question(s) that you posed?
    - Were your assessment approaches (e.g. pre-test or surveys) appropriate/effective?
  - Lessons learned, including—
    - What worked well?
    - What changes and revisions, if any, would you suggest for the next time around?
- **Conclusions**
- **Literature** that informed your project
- **Appendices** (may contain supporting materials (e.g., syllabus, activities, etc.)).
Guiding Questions for the Reflective Statement and Final Summative Report

These guiding questions may be helpful to you as you write either the Reflective Statement or Final Summative Report. You do not need to address these questions in either document. The questions are simply provided to help you focus your thinking about a particular topic.

Teaching-as-Research – implementation through the internship
Objective: Describe what you learned from applying the principles of teaching-as-research in your internship. For example:

- What problem or observation about teaching and learning did you address?
- What were your goals for student/participant learning?
- How did you assess whether your learning goals were met?
- What did you learn from your assessment of student/participant learning?
- Was the assessment tool you used appropriate/effective?
- What will you change about your materials, as a result of your evaluation?
- What will you change about how you approach teaching/informal science education/outreach as a result of your evaluation?

Learning Community
Objective: Describe how a learning community has contributed to your experience. For example:

- What specific approaches did you employ to develop and use learning communities with your participants?
- What was it like to interact every other week in the seminar with a group of your peers who were also engaged in teaching-as-research?
  - Did working with this group contribute to your experience? Explain.
- What was the experience of working with a faculty partner like?

Learning-through-Diversity
Objective: Describe your understanding of learning-through-diversity and how you addressed diversity in your internship. For example:

- What aspects of diversity did you see in your participants (students or otherwise)?
- What did you do to utilize existing diversity (in your participants) to enhance learning for all?
- What specific teaching and learning approaches and activities did you use to be an effective teacher for students with different backgrounds than your own?
- Did you identify any new diversity resources (campus and beyond) as a result of your experiences? What was useful about each?
- If you developed any materials, how do they allow learners to benefit from the diversity in your setting?