Post-Secondary IEP Internships for TESOL Graduate Students 2017-2018

PRACTICAL INTERNSHIP OPENINGS SUMMER 2017

**The following list of supervised, practical internship offerings are offered as of June 2017. Please read all information included in this document before choosing your preferred project(s) and applying to become a TESOL graduate student intern. The application is available online at** <http://www.onlanguage.net/tesoliep-practical-internship-application>**.**

**Category: Assessment**

**Duration: 4 weeks, 10 hours per week**

**Project title: Creating and using rubrics**

**Project Description:** The intern assigned to this project will develop rubric(s) and process(es) to evaluate written and spoken work submitted by ON Language English learners within one or more venues including but not limited to placement tests, presentations, papers, and exams. Learners will benefit from constructive feedback provided to them using the rubrics the intern will contribute to creating. This project will provide the intern with authentic practice creating research-based assessment tools, and the intern will offer feedback on rubric creation processes. The project leader will provide direct guidance and feedback to the intern concerning the creation of rubrics and the processes for using them.

**ON Language Officer/Project Leader: Khalid Ibrahim**

**Category: Assessment**

**Duration: 4 weeks, 10 hours per week**

**Project title: Assessing learner-produced work**

**Project Description:** The intern assigned to this project will use provided rubrics and processes to evaluate written and spoken work submitted by ON Language English learners within one or more venues including but not limited to placement tests, presentations, papers, and exams. Learners will benefit from the intern’s evaluation and feedback, which will be reviewed by the project leader before returning to learners. The intern will practice actual, research-based assessment with direct supervision by the project leader. This project will provide the intern with authentic practice assessing actual work produced by learners at ON Language, and the intern will offer feedback on the assessment process, tools, and criteria. The project leader will provide direct guidance and feedback to the intern concerning assessment.

**ON Language Officer/Project Leader: Khalid Ibrahim**

**Category: Course development**

**Duration: 4 weeks, 10 hours per week**

**Project Title: Face-to-face course syllabus creation**

**Project Description:** The intern assigned to this project will develop a syllabus for a face-to-face IEP course based on provided criteria that support course goals and objectives, and ultimately, learners’ achievement of course SLOs. The developed syllabus will provide learners enrolled in an ON Language intensive course with a course overview and structure to guide their learning conduct and activities, as well as a clear understanding of course requirements. The intern will develop the course syllabus using clear criteria provided by ON Language with direct supervision by the project leader. This project will provide the intern with specific practice in research-based syllabus development, and the intern will offer feedback on the syllabus development process. The project leader will provide direct guidance and feedback to the intern concerning syllabus creation.

**ON Language Officer/Project Leader: Khalid Ibrahim**

**Category: Course development**

**Duration: 4 weeks, 10 hours per week**

**Project Title: Online course development**

**Project Description:** The intern assigned to this project will contribute to developing an online language learning course based on provided criteria that support course goals and objectives, and ultimately, learners’ achievement of course SLOs. Learning activities and navigation will be developed within the ON Language ONline Moodle learning environment. When completed, the online course will provide learners enrolled in an ON Language course at a distance with the opportunity to learn and practice developing English language skills in a rigorous and effective virtual environment. The intern will develop aspects of the online course using clear criteria provided by ON Language with direct supervision by the project leader. This project will provide the intern with specific practice in research-based online language teaching and learning, and the intern will offer feedback on the online course development process and criteria. The project leader will provide direct guidance and feedback to the intern concerning online course development.

**ON Language Officer/Project Leader: Lenore Morales**

**Category: Curriculum development**

**Duration: 4 weeks, 10 hours per week**

**Project title: Developing SLO-based lesson plans**

**Project Description:** The intern assigned to this project will develop level- and task-appropriate lesson(s) based on provided student learning outcomes (SLOs). Developed lessons will provide ON Language English learners with focused learning activities targeting one or more language domains. The lessons will become part of a growing collection that will provide current and future ON Language teachers with a bank of lessons from which to draw and adapt SLO-based instructional delivery. The intern will develop lessons using clear criteria provided by ON Language with direct supervision by the project leader. This project will provide the intern with specific practice in research-based lesson plan development, and the intern will offer feedback on the lesson plan development process and SLOs. The project leader will provide direct guidance and feedback to the intern concerning level- and task-appropriate lesson planning.

**ON Language Officer/Project Leader: Khalid Ibrahim**

**Category: Curriculum development**

**Duration: 4 weeks, 10 hours per week**

**Project title: Text selection**

**Project Description:** The intern assigned to this project will curate level-appropriate texts (written and spoken) of varying lengths that will provide ON Language English learners with comprehensible input that will also help them raise their comprehension skills. Collected texts will become part of a growing bank of texts selected for learners to use on classroom and out-of-class assignments, as well as in testing situations. The intern will search for and choose texts using clear criteria provided by ON Language with direct supervision by the project leader. This project will provide the intern with specific practice in research-based curriculum development, and the intern will offer feedback on the text selection process and criteria. The project leader will provide direct guidance and feedback to the intern concerning level-appropriate text selection.

**ON Language Officer/Project Leader: Khalid Ibrahim**

**Category: Curriculum development**

**Duration: 4 weeks, 10 hours per week**

**Project title: Developing teaching materials**

**Project Description:** The intern assigned to this project will develop teaching materials based on provided tasks that support specific language proficiency skills development. These materials will provide ON Language English learners with sources, exercises, and guidance for task-based practice in one or more language domains. Developed materials will provide current and future ON Language teachers with a collection of teaching materials from which to draw as they plan and deliver SLO-based instructional delivery. The intern will develop teaching materials using clear criteria provided by ON Language with direct supervision by the project leader. This project will provide the intern with specific practice in research-based materials development, and the intern will offer feedback on the materials development process. The project leader will provide direct guidance and feedback to the intern concerning level- and task-appropriate materials creation.

**ON Language Officer/Project Leader: Khalid Ibrahim**

**Category: General program development (administrative)**

**Duration: 4 weeks, 10 hours per week**

**Project title: Academic policy development**

**Project Description:** The intern assigned to this project will research and draft academic policies based on provided criteria; finished policies will provide ON Language English learners with clear understanding of the institution’s expectations, requirements, and responsibilities. Developed policies, including specific procedures, will also provide current and future ON Language teachers and staff with clear guidance as to implementing school policy regarding such specific matters as grading, assignment completion, avoiding plagiarism, etc. The intern will develop academic policies using clear criteria provided by ON Language with direct supervision by the project leader. This project will provide the intern with specific practice in research-based academic policy development, and the intern will offer feedback on the policy development process. The project leader will provide direct guidance and feedback to the intern concerning academic policy development.

**ON Language Officer/Project Leader: Lenore Morales**

**Category: General program development (administrative)**

**Duration: 4 weeks, 10 hours per week**

**Project title: Student handbook development**

**Project Description:** The intern assigned to this project will research and draft student handbook section(s) based on provided criteria; finished handbooks will provide ON Language English learners with policies and information for clear understanding of the institution’s expectations, requirements, responsibilities, facilities, personnel, offerings, resources, benefits to and resources for learners, etc. Handbooks will also provide current and future ON Language teachers and staff with clear guidance as to implementing school policies and providing consistent guidance for learners. The intern will develop handbook section(s) using clear criteria provided by ON Language with direct supervision by the project leader. This project will provide the intern with specific practice in research-based student handbook development, and the intern will offer feedback on the student handbook development process. The project leader will provide direct guidance and feedback to the intern concerning student handbook development.

**ON Language Officer/Project Leader: Lenore Morales**

**Category: General program development (marketing)**

**Duration: 4 weeks, 10 hours per week**

**Project title: Website development**

**Project Description:** The intern assigned to this project will research and draft web content based on provided criteria; content will provide ON Language English learners, organization members, representatives, and the public with clear, accurate, complete, consistent, easily navigable, attractive, and useful information about ON Language. The intern will develop web content using clear criteria provided by ON Language with direct supervision by the project leader. Interns who possess adequate technological skill may also be involved in developing webpages and layout to most effectively disseminate the developed web content in an English learner-friendly virtual environment. This project will provide the intern with specific practice in research-based web content development, and the intern will offer feedback on web content and presence development. The project leader will provide direct guidance and feedback to the intern concerning web content and presentation development.

**ON Language Officer/Project Leader: Lenore Morales**

**General Information about Practical Internships for TESOL Graduate Students**

ON Language is a private, post-secondary English language institution operating an intensive English program (IEP) on the campus of Brenau University in Gainesville, Georgia, with its corporate address in Columbia, South Carolina.

The mission of ON Language is to facilitate learners’ acquisition and development of English language and global leadership skills.

This mission inherently includes leadership development within the company’s staff, faculty, and internship pool, as well as within its body of English language learners.

The ON Language Post-Secondary IEP Internships for TESOL Graduate Students 2017-2018 are established for the dual purpose of

1) securing aspiring or current TESOL professionals in graduate programs in the field to contribute to focused and supervised projects for the IEP while

2) offering TESOL Interns with opportunities for authentic, hands-on experience assisting with curriculum, instructional, and international student services development.

Current TESOL graduate students as well as recent TESOL graduates may also apply. Qualified candidates chosen to serve as TESOL Interns will be working with a company that primarily serves post-secondary, university-bound English learners through research-based instruction with a unique emphasis on global leadership development throughout the organization. The four-week internships are unpaid; however, ON Language will work with interns closely and provide regular feedback throughout each project to provide a learning and growing experience that can enrich their skill sets. Interns who show excellent potential and who identify with the company mission may be encouraged to apply for a second internship if desired and/or to consider applying for future employment positions with the company.

TESOL Internships will be released approximately three times per year and will consist of finite, 4-week projects with specific outcomes. Interns will be asked to contribute 10 hours per week or a total of 40 hours per project unit; all work will be completed at a distance unless otherwise mutually agreed in advance of the project start date. TESOL Interns will report directly to an assigned ON Language officer who will provide instructions and oversight for the project unit. ON Language Officers have advanced degrees and post-graduate coursework in the TESOL and global leadership/organizational management fields and have experience teaching in and building nationally accredited IEPs, including curriculum and assessment, program structure, administration, and student services documents and functions. Interns will have the opportunity to see inside a specific aspect of this process, making the TESOL Internships a ready opportunity to “try on” working with an IEP. Due to regulatory requirements, these Internships will not involve direct teaching but will instead focus on development of curriculum, assessment, lesson plan, teaching materials, delivery modes, and general program development, as well as possible direct involvement with assessing English learners’ work.

**Qualification Requirements**

* Graduate student in TESOL or recent TESOL graduate within the last 12 months
  + Experience with teaching ESOL, especially in an adult education or post-secondary environment is helpful, but not required
* Minimum 3.0 GPA
* Written recommendation sent to ON Language directly from a professor or director in your TESOL program (an email is sufficient)
* Enthusiasm for learning from and with others
* Willingness to follow project guidelines and also to share ideas
* Interest in curriculum and program development
* Interest in leadership development

**Specific TESOL Graduate Student Internship Expectations**

ON Language TESOL Interns should plan to participate in the following activities on a weekly basis or more often as directed by the assigned ON Language Officer:

* Attend initial training (1-2 hours)
* Attend at least weekly Skype meetings and communicate via email or phone with the ON Language Officer as needed to facilitate completion of the current project unit
* Agree to complete the assigned Internship project as described in writing and to provide all Internship work without expectation of monetary compensation
* Follow specific project unit instructions to complete assignment
* Submit completed work, at incremental checkpoints set at the initial training session, for review and discussion with ON Language Officer, and notify the Officer promptly of any change to your anticipated schedule
* Freely contribute and receive ideas and feedback on the project and the process for practice applying your own knowledge and skills
* Sign a confidentiality statement as a commitment that you will not share any ON Language documents or information without express written permission from an ON Language officer or as posted publicly, as these materials are proprietary in nature

**Examples of Potential TESOL Graduate Student Internship Project Units**

Internship assignments may be offered in one or more of the following or related areas:

* Curriculum and materials development
* Course development
* Academic and student services administrative documents development
* Distance learning development
* Web content development
* Learner assessment development and evaluation

Internship assignments will consist of finite project units, meaning they can be completed in a relatively short period of time. Internship project units could encompass assignments such as the following examples:

* Developing a student learning outcomes-based lesson plan
* Contributing to identification and collection of level-appropriate texts to support specific objectives and learning activities
* Using established rubrics to evaluate learners’ produced language
* Creating or revising rubrics to evaluate learners’ work
* Researching and reporting on field/industry norms in the areas of TESOL and IEP academics, student services, and administration
* Writing webpage or internal document content

**ON Language Commitment to TESOL Graduate Student Interns**

ON Language is a person-centered organization interested in pursuing benefit and creating value for all of its stakeholders, including TESOL Interns. As such, ON Language makes the following commitments to its TESOL Interns:

* Provide clear instructions and supportive guidance for Interns during the course of each project unit, including during the initial training session
* Maintain regular (minimum weekly) communication with the Intern to provide continuity and to ensure the project is moving along as planned
* Provide constructive written and oral feedback throughout the project as ongoing assessment of and guidance for the Intern’s work
* Receive and consider the Intern’s ideas and feedback for potential improvement to the assigned project content, process, and/or future projects
* Credit the TESOL Intern with authorship or contributorship of any material produced for the institution
* Provide a certificate of TESOL Internship specifying the number of hours and the project unit title upon satisfactory completion of all project unit work

**Application Information**

Interested candidates may contact ON Language CEO Lenore Morales at [lenore.morales@onlanguage.net](mailto:lenore.morales@onlanguage.net). The first internship project descriptions and the Internship application will be released online during June of 2017. Potential interns may indicate their interest in one or more of the projects and complete the application to be considered for an Internship. Given response from more candidates than there are Internships, ON Language will choose from qualified candidates in order of their application submissions and according to project fit with student interest.