

Ex Ed Student Checklist

- 1. Secure a Placement:** You are responsible for securing Ex Ed placement. However, assistance is available through MU's Career Services (register with Career Link www.monmouth.edu/career-services/hawks-career-link/ or call 732-571-3471) and from the English Department's Career Advising Mentor (CAM), Prof. Alena Graedon (agraedon@monmouth.edu, WA 403).
Ideally, you will work with an organization, institution, or company that furthers your own educational goals, provides you with a stellar letter of recommendation from your supervisor, and helps you develop new skills.
- 2. Find a Faculty Sponsor:** Find an English department faculty sponsor who has expertise in your area of placement. If your placement is over the summer, ask a faculty member who teaches during that summer session. When possible, ask a professor you have had for class. The faculty sponsor will initiate the registration process (using an e-form) and he or she will work with you on the Learning Objectives document (see # 3), the syllabus, and the academic components of the internship (e.g., journal entries, reflection essay, portfolio, etc.). The faculty sponsor will assign a grade based on the requirements listed in the syllabus and the evaluation provided by your site supervisor.
- 3. Develop Learning Objectives:** Think about what you hope to learn or accomplish in this setting. Consider the following questions to help you articulate your objectives:
 - What do you hope to gain in terms of experience and knowledge?
 - What skills acquired in the academic setting do you plan to make use of?
 - What kinds of work-related activities do you hope to learn about?
 - What do you hope to learn or improve about yourself personally, including values and attitudes?
 - What do you hope to enhance with respect to your professional skills and plans?
 - What do you hope to learn that might benefit others, now or in the future?
 - How do you plan to evaluate your progress towards stated goals? What kinds of feedback will you seek?
- 4. Meet with your faculty sponsor to develop a syllabus and to discuss assignments and assessment. Students are responsible for drafting the syllabus and submitting it to their faculty sponsors for review.**
- 5. Email your faculty sponsor the Learning Objectives and Outcomes Form. (You can find it on the English Department's eCampus site under Experiential Education.) You will need to fill in the following information:**
 - Number of Hours/Credits: You will need to do 50 hours per credit at your placement (1 credit = 50 hours; 2 credits = 100 hours; 3 credits = 150 hours)
 - Your name, address, and telephone number
 - Name and address of internship site
 - Name, telephone number, and email address of your internship supervisor

- One paragraph answering each of the following questions: “What will be your job duties in the Ex Ed placement? How do you anticipate making use of your academic skills from the English major?”

6. Request from your site supervisor a brief letter (on letterhead) that: 1. provides a job description, 2. outlines your responsibilities, and 3. notes the number of hours that you will be dedicating to fulfilling the Ex Ed requirement (50 hours per credit). Ask the supervisor to email the letter to the faculty sponsor.

7. Upon receiving all documents, your faculty sponsor:

- will submit an e-form to start the registration process (which may take 1-2 weeks to complete).
- might send you a finalized syllabus and other documents (such as descriptions of assignments).

8. Be sure to read the syllabus carefully to make sure you are familiar with all the requirements. To complete your internship successfully and to satisfy the Ex Ed graduation requirement, you **must**:

- Accrue sufficient hours (at least 50)
- Meet with your faculty sponsor on the agreed-upon dates
- Submit the required assignments (journal entries, essay, etc.)
- Act responsibly at your placement
- Complete all materials relevant to your placement and collate them in your portfolio
- Receive a satisfactory supervisor evaluation
- Receive a passing grade

Your faculty sponsor might ask you to log your hours. If so, here’s a sample table:

Ex Ed: Log of Hours Worked

Date	Hours Worked	Supervisor Signature	Total Hours to Date