

EED Internship: What do I need to know before I enroll in an Internship Course?

Congratulations! You have been notified that you are ready to enroll in your Internship course. Take a moment to review the following requirements for this course before confirming a start date to ensure you have the proper equipment and resources to successfully complete your Internship.

Keep in mind...

- ✓ You must obtain permission from the ECEHD department at ECEHD.Internships@riosalado.edu and complete the prerequisite courses prior to enrolling in an internship course. An ECEHD staff member will enroll you in the course after you have provided adequate information.
- ✓ You are responsible for finding a location to complete your preschool or infant/toddler internship. You must have a secured location to complete your internship before enrolling. The ECEHD staff will not contact locations on your behalf.
- ✓ You must submit the completed Employment Verification Form.
- ✓ Due to the use of video cameras for this course, you will need to obtain parent signatures on the [Classroom Video Permission](#) form from **ALL** parents of children in the classroom that will be recorded. **These signed forms are expected to be uploaded as a course lesson assignment in RioLearn.**
- ✓ **Required documents and instructors for each assignment are found in the course accessed through RioLearn.**

Duration of Course

- You are required to complete 80 hours of internship experience **before your course end date**. You can complete your hours using any combination of hours to log the entire 80 required hours within the time frame (start and end date) of the course. Consider this time commitment to schedule your start date accordingly.
- You will keep an Internship Time Log, logging your hours and submitting the completed log as a course lesson assignment in RioLearn.

How will I be observed for this Internship?

In addition to keeping a time log, you will be required to submit video assignments each week that demonstrate your competence and practice in an early childhood setting. You will receive access to a Video Platform which you will complete registration and upload videos. Your instructor will review your videos, provide feedback, and post a grade in your RioLearn gradebook. There is no additional cost for this platform.

What type of digital recording devices can I use?

You will record videos of yourself in the classroom engaged in various activities with children using a digital recording device. You may use any device that can record video with audio AND can be uploaded to a computer or directly to the platform using an app (smartphone, tablet, camcorder, computer, camera, etc.). **We advise you to practice using your video function on these devices so you become familiar with uploading videos to your computer.** If you do not have access to a digital recording device, contact ecehd.internships@riosalado.edu to discuss your options for completing the internship.

How many videos will I need to upload?

You will record a total of five (5) videos for this course. However, there are other written assignments that you will complete for each lesson. Each video should be between 5 - 10 minutes for more efficient uploading. Longer videos are permitted, if necessary, to capture all assignment criteria. For this course, you will be required to submit video assignments each week that demonstrate your competence and practice in an early childhood setting. These assignments will be uploaded and submitted through a video platform specifically used for teaching and coaching in the classroom.

You will share these videos with your instructor from the platform for evaluation (instruction included in the RioLearn Course Lessons. The assignments will be a combination of:

1. **Demonstrations:** Digital recordings of you demonstrating specific criteria indicated for each assignment in the classroom interacting with and instructing children.

OR

2. **Interview style:** Digital recording of you discussing your strategies, methods, and/or examples to implement the specified criteria for each video topic.

OR

3. **Written response:** A response to the criteria in the lesson that is emailed to your instructor

*The required method and format for assignment completion is given with each assignment description within the lesson. The format is not optional; you must complete the video in the required format.

What are you expecting to see me do in these videos?

The activities and interactions you provide to children are expected to be age and ability appropriate. To help you prepare for the course, a brief outline of the video assignment topics is listed below. More detailed instructions will be available in the RioLearn course and can be

accessed prior to the start date of your course. The information is intended to help you prepare and plan for your start date, location, and expectations for each video.

- Professional introduction
- Demonstrations of social activities and interactions with children
- Demonstrations of self-care and sensory activities
- Interactions and demonstrations providing mathematical concepts
- Demonstrations of your ability to lead a group or integrate music into the environment
- Demonstrations of language and literacy development and activities

Who will review my videos and how will I be graded?

Once you share your video from the platform with your instructor according to the instruction in the course, he/she will review each video and assign points for according to the rubric based upon your ability to demonstrate the criteria.

- Your final grade will be calculated from the points earned for the submission of signed Parent Video Permissions forms, all lesson assignments, and the completed Internship Time Log.
- 80 Logged hours are required to pass the course.
- Parent Video Permission forms must also be submitted to receiving a passing grade. Without these permission forms, it is assumed you did not obtain proper permission to record the children in the classroom and, as such the videos cannot be accepted.

What are my due dates for each video?

You will have assignments due weekly. Generally, one assignment is due per week, however there are times when you more than one assignment due. Refer to your course due dates in your RioLearn gradebook for specific due dates for each assignment.

How long do I have access to the Video Platform?

You will be granted access to the video platform for a limited time during the internship course (from about week 1 through week 5). It is imperative that you follow the assignment due date and submission schedule in your course to ensure you submit your videos in timely manner.

You WILL NOT be allowed any extensions for video assignments. Videos not received will earn zero points and will be posted as such in the gradebook. All assignments must be completed to receive a passing grade in this course.