

10-30-2013

## College of Education Internship Committee Meeting : 2013 : 10 : 30

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## **Internship Committee Meeting Minutes October 30, 2013 10:00AM-12:00PM**

Dr. Bonnie Braun opened the meeting at 10:00AM

### **I. Committee Members**

Members: Dr. Bonnie Braun, Dr. Deanna Bullard, Ms. Angelica Foley, and Ms. Rebecca Ogletree (via tele-conference), Dr. Lyman Dukes

### **II. Approval of Agenda**

Dr. Braun called for an approval or additions to the Agenda; no additions were made, and a motion was made to approve. The motion was seconded and passed.

### **III. Old Business**

- Final Internship Application form  
The internship committee begins revisions on the Final Internship Application for Graduate and Undergraduate course.
- Directions/Guidelines Revision to Final Internship  
The internship committee begins revisions on the Final Internship Guidelines and Directions for applying to final internship.

### **IV. New Business**

- Review of Spring 2014 internship applicants and Missing Items Letter:  
Internship committee discusses dates missing items letter will be sent electronically to Spring 2014 interns. It is in agreement that missing items letters will go out electronically today, October 30, 2013. Missing Items Letters will also be updated with course work completion; candidate's must receive a score of "MET" on all FEAP critical assignments in program course work in the foliodata portfolio.

- Intern Website:  
Ms. Angelica Foley presents on the revised internship website. Suggestions were made to Ms. Foley and she will begin implementing revisions to website.

**V. Next Meetings**

- Internship Meeting Committee dates  
December 4, 2013

**VI. Adjournment**

- Dr. Bonnie Braun adjourned the meeting at 11:30AM  
Minutes submitted by: Angelica Foley