**Title of Your Capstone Project Here (bold, center aligned)**

by

Your First Middle Initial Last Name

Internship

Submitted in partial fulfillment of the requirements for the

Master of Science Degree in Education

Graduate Studies

Martin Luther College

New Ulm, MN

Month Year

**Signature Page**

Date:

This internship paper has been examined and approved.

Review Committee:

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(Name typed below line), Chair

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(Name typed below line)

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Meyer

Director of Graduate Studies

# Abstract

Include a concise abstract of this document. The page is collated within the document immediately following the signature page.

Abstracts should be about 100-200 words in length and Times New Roman, 12 point. Consult the APA manual for some tips regarding the qualities of a good abstract. Pay close attention to grammar and spelling; papers with misspellings and typographical errors will be returned as will abstracts that do not follow the format as illustrated in this document.

**Acknowledgments**

Many students like to acknowledge people who have significantly contributed to their graduate education on this page and are welcome to do so. Remember, however, that Acknowledgmentsare not part of the scholarly work. Acknowledgmentsand its page number are not listed in the Table of Contents.

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An internship project will generally not have a List of Tables page.

If you’ve constructed more than one table and plan to place them in the body of your paper, include a list of them here. List the table number, name, and page on which the table can be found (example above).

See the current APA manual for samples and formatting requirements.

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An internship project will generally not have a List of Figures page.

If you’ve constructed more than one figure and plan to place them in the body of your paper, include a list of them here. List the figure number, name, and page on which the figure can be found (see above).

See the current APA manual for samples and formatting requirements.

# Chapter I: Introduction

## Purpose/Goals of Internship

Statement of the purpose/goals of the internship should include the overall reason or goals for completing the internship. The author will explain the purpose of the internship and the goals he or she hopes to accomplish through it.

## Importance of Internship

Discuss – An explanation of how an internship will help the author to achieve the stated purpose and goals. Emphasize practical outcomes or products that will result.

## Connection to Standards

Discuss – Connect the purpose and goals to a set of standards that guide the profession. How will your internship serve to assist you in meeting an established set of standards. Select standards in consultation with your advisor.

Examples of standards include the Council for Exceptional Children (CEC) standards, the MN Core Skills for Teachers of Special Education, MN Standards of Effective Teaching, National Board for Professional Teaching (NBPT) Standards, The MN Core Leadership Competencies for Minnesota Administrative Licenses, or the Educational Leadership Constituents Council (ELCC) standards for Advanced Programs in Educational Leadership.

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# Chapter II: Literature Review

## Introduction

The format of each heading and sub-heading depends upon its level according to the current APA manual.

## Next Heading

The format of each heading and sub-heading depends upon its level according to the current APA manual.

## Next Heading

Add as many headings as needed.

## Summary

Write the chapter summary here.

# Chapter III: Journal

This section should contain a brief explanation of the setup and method followed in keeping the journal. The actual journal itself will be an appendix to this document.

# Chapter IV: Reflective Essay

## Introduction

Again, start with an introduction. You might reiterate the purpose or problem that you addressed.

## Conclusions

This is the main section of the essay, and can be broken into sub-headings if desired. Summarize what you did and what you learned by connecting your internship experiences to your purpose, goals, and standards.

## Recommendations

Recommend some further research, work, or a change in practice.

# References

Make sure that everything you cite in text is also in the reference list and vice versa. Below are examples of a journal and a book entry. Consult the current APA manual for additional examples.**Notice that entries use a hanging indent set at ½ inch, are single spaced, and have a blank line between each entry.**

Clough, M. (1992). Research is required reading. *The Science Teacher*, *59*(7), 36-39.

Cochran-Smith, M. (2001). Higher standards for prospective teachers. *Journal of Teacher Education, 52*(3), 179-181.

# Appendix A: CEC Internship Guidelines

Place materials into an appendix if it would be distracting to include it right in the body of your document. Each appendix begins on a new page. Format the material in the appendix in the same or a similar format as used in the original document. For example, if a permission letter to the parents is part of the appendix, it should be formatted the same as the original letter, etc. See the current APA manual for specifics.

# Appendix B: Internship Journal

Place materials into an appendix if it would be distracting to include it right in the body of your document. Each appendix begins on a new page.

The Internship Journal is a day-to-day log of events that took place during the internship. It should consist of notes and comments entered by the internee, interspersed with field supervisor comments on a periodic basis. The journal should be constructed in a digital format. It should be formatted in the same or a similar format as used in the main parts of this capstone project document, except it should use single-line spacing.