**Request for Interns**

**Date:** 3-28-12

| Name and Location of Internship Site | College of Sciences Undergraduate Advising Center  
UTSA Main Campus  
Science Building, 2.01.08 |
|-------------------------------------|--------------------------------------------------|
| Name and Title of On-Site Internship Supervisor | Betsy Haddad, M.Ed  
Academic Advisor I |
| Telephone Number and Email Address of On-Site Internship Supervisor | 201-458-4045  
Elizabeth.Haddad@utsa.edu |
| Number of Internship Positions Available | 1 |
| Internship Description (including work hours) | The College of Sciences Advising intern will assist the supervisor in coordinating the *Back on Track* program. A program offered through our advising center, aimed at identifying students at UTSA who have been academically unsuccessful for the past two terms by running and sorting through reports provided by Institutional Research and BANNER. Along with the supervisor, the intern will contact and meet with these students at least two times per semester; help to track the student’s progress throughout the semester by making and tracking contacts in file notes and Excel spreadsheets, as well as work with the supervisor to see how effective the program is by measuring GPA changes, retention rate, etc.  
They may also work on developing a Blackboard class to communicate with the students in this program.  
The intern will complete, however necessary, the 150 hours of field experience as required in HSA 6943. |


Description of Ideal Candidate

The ideal College of Sciences Advising intern is someone who is able to effectively communicate, can use Excel, is able to work with a team and in an individual setting, and can think creatively about ways to help students who have had academic issues at UTSA. This person should be able to handle sensitive issues and have good empathy and listening skills.

Other Specific Skills or Prior Skills Required for this Internship Position

Completed/concurrently enrolled in class on Effective Communication/Counseling/Basic Helping Skills, as well as Assessment/Program Development and Evaluation.

Description of Compensation, if Provided

No compensation will be provided.

If you have any questions, please do not hesitate to contact Dr. Richard Drum at Richard.Drum@utsa.edu