**HSA 6943 Internship**

**Request for Interns**

| Name and Location of Internship Site | COLFA Advising Center, HSS 4.05.30
These internships would be preferred to begin in Summer and/or Fall 2009. With permission from internship supervisor, site supervisor would be willing to host and supervise intern for more than one semester. |
| Name and Title of On-Site Internship Supervisor | Loretta Schlegel, Academic Advisor III
COLFA Advising Center

Olga San Miguel, Academic Advisor III
COLFA Advising Center

David Kessler, Academic Advisor II
COLFA Advising Center

Michele Tencza, Academic Advisor II
COLFA Advising Center |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-458-4900
loretta.schlegel@utsa.edu |
<p>| Number of Internship Positions Available | 4 |
| Internship Description | Position #1 – This intern will examine COLFA undergraduates nearing completion of 45 hours of credit towards their degree. After training, this intern will pull the students’ files, evaluate and update the students degree requirement check list (DRC), send the updated DRC and a blank semester-to-semester plan (if not already filed) and have them submit the completed semester-to-semester plan by email or personal delivery for review of accuracy by the intern. Once the plan has been checked and evaluated as accurate, the intern will enter a code on the SPACMNT screen of Banner, preventing the student(s) from receiving the 45 hour hold, once they acquire between 45-55 hours. The intern will send a follow-up email indicating the code has been placed on their record and the student should make an appointment with their major advisor for a preliminary degree audit just before earning 90 hours of credit. |</p>
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<th>Position #2 – This intern will examine COLFA undergraduates nearing completion of 90 hours of credit towards their degree. After training, this intern will pull these students’ files, evaluate and update the DRC, check if student has a semester-to-semester plan filed, if not, have them submit the completed semester-to-semester plan by email or personal delivery for review of accuracy by the intern. Once the plan has been evaluated as correct, a preliminary degree audit will be performed on the student’s file by the intern, reviewed by the major advisor, and emailed to the student. Once these steps are completed, a code will be placed on the SPACMNT screen of Banner preventing the student(s) from receiving the 90 hour hold once they acquire between 90-115 hours. The intern will send a follow-up email indicating the code has been placed on their record and, as long as student’s plan has been followed to the tee, the student should apply for graduation the semester prior to their planned graduation. The intern will also note that if changes are made to their plan, the student should notify their major advisor immediately so they may evaluate their planned semester of graduation.</th>
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<td>Position #3 – This intern, after training, will examine all currently maintained students’ paper files and audit them for current enrollment, drop out, or stop out and prepare the outdated files to be placed in a digital storage location. This same intern will also examine all currently maintained student e-files based on the same criteria and place these files in a digital storage location within the main e-files location (I drive for COLFA).</td>
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<td>Position #4 – This intern, after training, will be given a list of COLFA undergraduates who have stopped out or dropped out since 2004, are within 24 hours of graduation and contact them to find out what we can do to help them come back and finish their degree. This intern will develop collaboration with our Graduation Initiative liaison to possibly provide financial or other types of support for these students to finish their degree.</td>
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### Description of Ideal Candidate

The ideal candidates need to be self-starters, disciplined, and “finishers” of projects. They must enjoy working either one-on-one or over the phone with students regarding the concerns listed above. The candidates cannot be afraid to ask questions or make mistakes and be willing to do some of this work after-hours, if this is more convenient to their schedule (allowing they have the proper equipment to do so – computer, printer, internet access, etc.)

### Other Specific Skills or Prior Skills Required for this Internship Position

Excellent listening skills; communication skills; can explain complex issues in simpler terms; and ability to bridge communication between students and other offices/resources on campus.

### Description of Compensation, if Provided

At this point, compensation would be ability to notate hours and experience on resume and depending on performance, professional reference letters for future employment searches.

If you have any questions, please do not hesitate to contact your advisor. Thank