Name and Location of Internship Site | Undergraduate Admissions Office MS 2.02.24
---|---
Name and Title of On-Site Internship Supervisor | Jennifer B. Ehlers
Director of Admissions
---|---
Telephone Number and Email Address of On-Site Internship Supervisor | (210) 458-4536
Jennifer.ehlers@utsa.edu
---|---
Number of Internship Positions Available | 3
---|---
Internship Description | Work with the undergraduate admission cycle, from the point of inquiry to the point of enrollment, to include recruitment & outreach initiatives, the application and admission process, and the communication process.
---|---
Description of Ideal Candidate | Flexible internship hours, to include some day-time and weekend availability. Experience in high school counseling or college admissions. An appreciation for the role of admissions in higher education.
---|---
Other Specific Skills or Prior Skills Required for this Internship Position | Strong communication skills
---|---
Description of Compensation, if Provided | N/A
**UTSA M.Ed. in Educational Leadership & Policy Studies**  
Higher Education and Student Affairs  
HSA 6943 Internship  
**Request for Interns**  
Date: November 2010

<table>
<thead>
<tr>
<th>Name and Location of Internship Site</th>
<th>The Colleges’ Freshman Advising Center (CFAC) MS. 2.02.18</th>
</tr>
</thead>
</table>
| Name and Title of On-Site Internship Supervisor | Sara Grafton  
Academic Advisor III |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-458-7270  
sara.grafton@utsa.edu |
<p>| Number of Internship Positions Available | 1-2 |
| Internship Description | The purpose of this internship experience is to gain a better understanding of the role and function of Higher Education Administration as a profession; specifically, the area of academically advising freshmen at a growing, urban, Hispanic-serving institution. This will be achieved through specific project work and assisting as needed in various areas of the office. This internship experience will provide an opportunity to become familiar with the various programs and positions within the Division of Academic Affairs as well as Student Affairs at the University of Texas at San Antonio. During the summer semesters, the office works closely with the freshmen orientation program. |
| Description of Ideal Candidate | Flexible; interest in working with freshmen; interest in academic advising; hard working |
| Other Specific Skills or Prior Skills Required for this Internship Position | Willingness to learn and work |
| Description of Compensation, if Provided | N/A |</p>
<table>
<thead>
<tr>
<th>Name and Location of Internship Site</th>
<th>Tomás Rivera Center, Main Campus, MS 1.02.02</th>
</tr>
</thead>
</table>
| Name and Title of On-Site Internship Supervisor | Lisa Johns, M.A.  
Director, Learning Assistance & Assessment |
| Telephone Number and Email Address of On-Site Internship Supervisor | (210) 458-4694  
Lisa.Johns@utsa.edu |
| Number of Internship Positions Available | Dependent upon semester. Typically 1-2 |
| Internship Description | A TRC Advising Internship would include providing academic advising to a TRC undeclared student population using a developmental advising model. An intern would be trained to be familiar with UTSA degree requirements, primarily the core curriculum, and techniques used to help students be successful. Interns would provide students with study and life management skills, act as a referral source, do outreach and may have the opportunity to develop programs related to our student population. |
| Description of Ideal Candidate | An ideal candidate would be student-centered, organized, detail oriented, and be capable of quickly applying new information with accuracy. |
| Other Specific Skills or Prior Skills Required for this Internship Position | Computer skills. Experience using Banner would be preferred but not required as training is available. |
| Description of Compensation, if Provided | Compensation is offered depending on funding availability. |
**UTSA M.Ed. in Educational Leadership & Policy Studies**  
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| Name and Location of Internship Site | Café College: College Access & Opportunity Center  
131 El Paso (El Paso & Santa Rosa downtown)  
San Antonio, TX |
| Name and Title of On-Site Internship Supervisor | Eyra A. Perez  
Director of Programs |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-207-4528 or 210-229-9900 extension 235  
eperez@saedpartnership.org |
| Number of Internship Positions Available | 5 |

- **Internship Description (including work hours)**  
  8:00 AM – 8:00 PM Tuesday – Friday  
  8:00 AM – 5:00 PM Saturdays  
  (Individual schedules will be developed within these time parameters.)

  **Target Audiences:** Middle and high school students, parents, adult learners, transfer students, school counselors and staff

  Interns will greet and assess needs of the client; assist with in-house resources; assist with identification of additional resources; follow-up with clients; develop and/or present workshops, activities, resources; refer clients to other organizations as needed.

  Services will be provided to clients on a one-on-one basis, small or large group format in the following areas:

  **College Entry and Enrollment:**
  - Basic College Information  
  - Researching Colleges and Universities  
  - College Admission Policies  
  - College Application Process  
  - Essay Writing  
  - Resume Writing  
  - Test Prep Strategies  
  - Portfolio Development  
  - Timeline for college preparation and application  
  - Transfer process from one institution to another  
  - Student development skills and strategies  
  - College success skills and strategies

  **Career Planning:**
  - Interest inventories
- Career assessments and exploration
- Career vs college major exploration
- Career planning resources
- Resume building

**Financial Aid Assistance:**
- Financial Aid Types and Resources
- College expenses
- Financial Literacy
- Completion and Submission of FAFSA/TASFA
- Application Process for scholarships, loans, grants
- Financial Aid verification process
- Award Packages – comparison, acceptance, disbursement

| Description of Ideal Candidate | Resourceful and initiates work
|                               | Bilingual
|                               | Application of coursework
|                               | Able to engage and work with students and parents
|                               | Experience with diverse populations to include first generation students
|                               | Flexible
|                               | Problem Solvers
|                               | Proficient in Microsoft Word, Excel, PowerPoint
|                               | Professional attitude
|                               | Willing to learn new things
|                               | Proficient in any or all of the described areas listed above

Other Specific Skills or Prior Skills Required for this Internship Position

1. Effective oral and written skills
2. Effective presentation skills
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| Name and Location of Internship Site | COLFA Advising Center, HSS 4.05.30 These internships would be preferred to begin in Spring, Summer and/or Fall 2011. 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 |
| 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. |
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.

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).

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.
<p>| Description of Ideal Candidate | The ideal candidates need to be a 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. |</p>
<table>
<thead>
<tr>
<th>Name and Location of Internship Site</th>
<th>Greek Life Student Activities</th>
</tr>
</thead>
</table>
| Name and Title of On-Site Internship Supervisor | Keri Shiplet  
Assistant Director of Greek Life  
Gary Handy  
Program Advisor for Greek Life |
| Telephone Number and Email Address of On-Site Internship Supervisor | Keri: (210) 458-7299, keri.shiplet@utsa.edu  
Gary: (210) 458-7369, gary.handy@utsa.edu |
<p>| Number of Internship Positions Available | 1 |
| Internship Description | Intern will assist in the program efforts for Greek Life including, but not limited to Greek 101, Greek Speakers, and brotherhood/sisterhood mixers. Intern will also assist in developing public relations campaigns for Greek Life and assessment of programs and activities. Other special projects to be assigned. |
| Description of Ideal Candidate | Alumni member of a NPC, NIC, NALFO, NPHC, or MGC or experience with fraternity and sorority populations. Has interest in Student Activities, Programming, and/or Greek Life. |
| Other Specific Skills or Prior Skills Required for this Internship Position | Basic computer application skills, interest and/or understanding of assessment. |
| Description of Compensation, if Provided | N/A |</p>
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<tr>
<th>Name and Location of Internship Site</th>
<th>Risk Education, Alcohol and Drug Programs Student Activities</th>
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</thead>
</table>
| Name and Title of On-Site Internship Supervisor | Kelsey Bratcher  
Assistant Director of Student Activities for Risk Education, Alcohol and Drug Programs |
| Telephone Number and Email Address of On-Site Internship Supervisor | (210) 458-4786  
kelsey.bratcher@utsa.edu |
<p>| Number of Internship Positions Available | 1 |
| Internship Description | Intern will assist in developing and administering a recruitment plan for Be A Responsible Roadrunner, Assist in planning Risk Education Events and assist with the planning and compilation of the State Mandated Risk Management Training. Assisting with advising a student organization, marketing for campus wide events and networking with other departments and community agencies are additional opportunities as well. |
| Description of Ideal Candidate | Outgoing, basic computer application skills, attention to detail, can-do attitude, outside of the box creative thinking, able to work with little direction and positive attitude. |
| Other Specific Skills or Prior Skills Required for this Internship Position | |
| Description of Compensation, if Provided | Networking, Experience and Resume Building |</p>
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<tbody>
<tr>
<td>Name and Title of On-Site Internship Supervisor</td>
<td>Dainon Deviney Academic Advisor III</td>
</tr>
<tr>
<td>Telephone Number and Email Address of On-Site Internship Supervisor</td>
<td>(210) 458-7284 <a href="mailto:Dainon.deviney@utsa.edu">Dainon.deviney@utsa.edu</a></td>
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<td>Number of Internship Positions Available</td>
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