

The University of Texas at San Antonio
Department of Educational Leadership and Policy Studies
HSA 6943 Internship Handbook
Revised Fall 2012

Note: This Internship Handbook is subject to change without notification. Updates are available from the ELPS Student Development Specialist and in the ELPS department office.

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Statement of Purpose

The Internship in Higher Education (HSA 6943) course is designed to serve as a culminating experience for students who are in their last semester of the Higher Education Student Affairs master's program (HSA). The supervised internship assists in the preparation of students for a career in student affairs by providing a field-based learning experience in a student affairs office or program focusing on specific issues, problems, concerns and demands of that particular program.

The internship requirements and responsibilities were designed in accordance with the *ACPA/NASPA Principles of Good Practice for Student Affairs* and *ACPA's Statement of Ethical Principles*. Additionally, the internship requirements are consistent with the profession's values including, but not limited to: ongoing assessment of learning and performance; pluralism and multiculturalism; ethical and reflective student affairs practice; acceptance and appreciation of individual differences; student responsibility; and supporting and meeting the needs of students as individuals and in groups.

Internship Authorization

Students must take the internship course (HSA 6943) in their last semester of enrollment before graduation. During their next-to-last semester prior to the semester of graduation, students must be cleared by their ELPS faculty advisor to register for the internship. For example, if graduation is scheduled for a spring semester, students would notify their faculty adviser in the immediately preceding fall semester and enroll in the internship in the spring semester. To be authorized to enroll in the internship, these guidelines must be followed:

1. A student must complete the Internship Clearance Form and return it to the Student Development Specialist. Student responsibilities include: completing the form as indicated; obtaining and attaching a transcript and final course plan; obtaining faculty advisor signature; returning signed document to Student Development Specialist.
2. The student's advisor will verify the student's eligibility upon review of the Internship Clearance Form. If there are any courses not accounted for in the student's Course Plan, the student will be contacted by his/her faculty advisor.
3. Once the student is cleared to take the internship, the Student Development Specialist will contact the student about the registration process.

Requirements

In consultation with their Faculty Advisor, students must identify an appropriate Internship placement commensurate with their program of study and career development needs. Once the Internship placement is identified and approved by the On-Site Internship Supervisor, the student should notify the HSA Internship Faculty Supervisor. Internship placements must provide a range of experiences relevant to the student's career development needs. Because the Internship combines field experience with academic development, students are required to attend specified classes and develop a portfolio for evaluation. The Internship must include at least 150 hours of field experience. The HSA Intern, On-Site Internship Supervisor, and HSA Internship Faculty Supervisor agree to afford equal opportunities for selection of the HSA Intern and the delivery of services to relevant parties regardless of age, color, creed, disability, national origin, race, religion, or gender, in accordance with all applicable federal and state constitutions, laws, and valid regulations.

A student, upon completing all requirements for internship, may intern at any approved P-20 internship site. Students may not complete an Internship where they are currently employed without approval of the Internship Faculty Supervisor. Job-related internships will only be approved if the internship component and internship supervisor are separate from current job assignments. Internships may be paid or non-paid.

Responsibilities of the Intern (Timelines are approximate and intended to serve as guides.)

- 2 months prior to enrolling HSA 6943
 - Obtain authorization from ELPS faculty advisor to register for the internship. This means having your faculty advisor review your updated plan of study and your updated course transcript. If your faculty advisor agrees that you are making appropriate progress, you can move ahead. Complete the Internship Clearance Form and return it to the Student Development Specialist.
 - Review list of possible internship sites in student section of the ELPS department web page. http://education.utsa.edu/educational_leadership_and_policy_studies/student_section/
 - Set up a meeting with the Higher Education Faculty Intern Supervisor to discuss possible placement options and details about how to develop the contract with the site supervisor.
- 1-3 months prior to enrolling in HSA 6943
 - Negotiate placement details with On-Site Internship Supervisor and finalize approval with Internship Faculty Supervisor.
- 1 to 2 months prior to enrolling HSA 6943
 - Notify Higher Education Coordinator with On-Site Internship Supervisor's name and contact information.
- 2 weeks prior to enrolling in HSA 6943
 - Work jointly with On-Site Internship Supervisor to develop an Internship Contract for the experience. The purpose of the Internship Contract is to state in writing the agreements made between the student and the Supervisor regarding the joint expectations for the supervised experience.
 - Submit a signed Internship Contract to the Internship Faculty Supervisor by the first organized class day of the semester. If a student has been approved to start the internship prior to the start of the semester, no internship hours can be counted for credit until the Faculty Supervisor has a signed contract.
- By the first day of class, student should apply for the comprehensive examination and for graduation. If you have questions, contact ELPS Student Development Specialist.
- While enrolled in HSA 6943
 - Submit timesheet to On-site Internship Supervisor on a weekly basis for his or her signature.
 - Complete all course requirements as stated in the HSA 6943 Internship syllabus.
 - Meet with your On-Site Internship Supervisor mid-term to formatively assess the degree to which your performance is consistent with the On-site Internship Supervisor's expectations. Submit a signed copy of the Formative Evaluation to your Internship Faculty Supervisor.
 - Upon completion of your Internship responsibilities and prior to meeting with the On-Site Internship Supervisor, prepare an Intern Final Self-Assessment Evaluation. This will help the intern to reflect on her/his experiences prior to the final evaluation meeting. Submit a copy of the self-assessment to the On-Site Supervisor at least one day prior to the final evaluation meeting.
 - Meet with your On-Site Internship Supervisor to evaluate your overall experience. Thereafter and before the last day of the semester, submit a signed copy of the final evaluation to your Internship Faculty Supervisor. Attach a copy of the Internship Contract with the final evaluation form.

- Submit the signed timesheet totaling no less than 150 hours to the Faculty Supervisor upon completion of the internship.

Responsibilities of the On-site Internship Supervisor

- Meet with potential intern to discuss the student's goals and needs specific to your office/program. Review expectations such as hours, participation in team meetings, supervisory time and other responsibilities with the potential intern.
- Once the internship placement has been finalized, work jointly with your intern to develop an Internship Contract. Discuss specific criteria you will use to evaluate the intern's progress during the mid-term and final evaluation.
- Meet or speak with the Internship Faculty Supervisor prior to or at the beginning of the internship to discuss expectations and strategies for assuring a positive internship experience.
- Orient the intern so that he or she understands the mission, goals, and current objectives facing the program/office along with a familiarity of the program's organizational structure. The office culture, customs, and expectations for professional practice should also be thoroughly discussed.
- Provide the intern with readings and/or other materials (e.g., office policy manuals) that serve to enhance the student's understanding of the specific area.
- Discuss the specific purpose(s) of the internship with your staff in an effort to encourage cooperation and support for the intern. Make an effort to integrate the intern into the overall operation of the program/office during the course of the internship.
- Schedule regular meetings with your intern to discuss progress and areas for potential improvement. A formal written evaluation of the intern's performance must be completed at the mid-point and upon completion of the internship (Note: On-Site Supervisor Formative and Final Evaluation forms will be provided).
- Communicate with the Internship Faculty Supervisor as necessary to discuss any and all concern's regarding the intern's progress and performance.

For easy monitoring of the On-Site Supervisor's internship activities and responsibilities, an On-site Supervisor checklist and brief reminder of activities is provided on the following page.

UNIVERSITY OF TEXAS AT SAN ANTONIO
M.Ed. in ELPS with emphasis in Higher Education and Student Affairs

On-Site Supervisor Checklist

- _____ **Meet with interested students to discuss prospective internship activities.**

- _____ **Select an intern to work with your office and finalize the specific internship contract.**

- _____ **Attend an orientation for on-site supervisors.**

- _____ **Meet with the intern at least weekly but as often as necessary to implement the internship and to undertake the responsibilities of the On-Site Supervisor.**

- _____ **Log hours worked by the intern into the timesheet and discuss progress with the intern on at least a weekly basis.**

- _____ **Conduct a mid-point evaluation of the intern and discuss it with him/her.**

- _____ **As needed, talk with the Internship Faculty Supervisor to monitor the intern's progress.**

- _____ **Review the intern's self-assessment form before meeting to discuss your final evaluation of the intern.**

- _____ **Prepare a final evaluation of the intern, discuss it with him/her, and sign.**

- _____ **Submit the final evaluation with required materials to the student for submission to the Internship Faculty Supervisor.**

Responsibilities of the Internship Faculty Supervisor

- Develop syllabus for HSA 6943.
- Provide all On-site Internship Supervisors with a copy of the Internship Handbook and Supervisors Mid-Point Evaluation and Final Evaluation forms.
- Meet or speak with On-site Internship Supervisors prior to or at the beginning of the internship to discuss expectations and strategies for assuring a positive internship experience for students.
- Support open communication between students and On-site Internship Supervisors. Discuss concerns regarding the intern's progress or performance with students and On-site Internship Supervisors.
- Collect formative and final evaluation forms and discuss the overall internship experience with students.
- For clarification or as needed, discuss final evaluation materials with On-site Internship Supervisor before submitting final grades.
- Determine and submit final grades and solicit feedback from students and On-site Internship Supervisors to discuss perceptions of the internship process/experience. Make changes as appropriate to improve the internship experience for future students.

Responsibilities of the Faculty Advisor

- Review student's updated plan of study and transcript prior to signing off on internship form
- Optional: If student needs extra guidance, the student can consult with the Faculty Advisor in addition to the Internship Faculty Supervisor for ideas of where to intern.

*Materials adapted from the Texas State University – San Marcos, Student Affairs Practicum Handbook, 2006-2007 and the Virginia Polytechnic Institute and State University, Practicum in Student Affairs website.

Contact Information

| | | |
|--|----------------|--|
| ELPS Department Office Main Building 3.310 | 458-5436 | |
| Graduate Advisor of Record (Dr. Gerry Dizinno) | 458-4114 | gerry.dizinno@utsa.edu |
| Higher Education Coordinator (Dr. Gerry Dizinno) | 458-4114 | gerry.dizinno@utsa.edu |
| Faculty Intern Supervisor (Dr. Richard Drum) | (830) 446-2660 | richard.drum@utsa.edu |
| Student Development Specialist (Elisha Reynolds) | 458-6620 | elisha.reynolds@utsa.edu |
| HSA Faculty: | | |
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| Dr. Richard Drum | 458-5742 | richard.drum@utsa.edu |
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| Dr. Anne-Marie Nuñez | 458-7395 | annemarie.nunez@utsa.edu |
| Dr. Maricela Oliva | 458-5832 | maricela.oliva@utsa.edu |

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The University of Texas at San Antonio
Department of Educational Leadership and Policy Studies

HSA 6943 Internship in Higher Education
ON-SITE INTERNSHIP SUPERVISOR
MID-POINT EVALUATION

In order to determine the student's grade for the internship, please evaluate the student and the experience. Students should submit a signed copy of this evaluation to his or her Internship Faculty Supervisor.

Semester/Year: _____

Program/Office: _____

Intern's Name: _____

Internship On-Site Supervisor's Name: _____

Email: _____ Phone: _____

Internship Faculty Supervisor's Name: _____

Email: _____ Phone: _____

Please rate the level of accomplishment attained by the intern using the following scale:

- 0 = Not applicable
- 1 = Performance needs improvement
- 2 = Meeting minimal performance expectations
- 3 = Exceeding minimal performance expectations
- 4 = Performing at an exceptional level

PROFESSIONAL BEHAVIOR ON THE JOB

- _____ 1. Becoming familiar with office functions and procedures
- _____ 2. Personal dress and grooming is appropriate
- _____ 3. Exhibiting a desire to consult with supervisor and staff
- _____ 4. Participating actively in office activities
- _____ 5. Is reliable, punctual, and responsible
- _____ 6. Fulfilling the amount of hours required
- _____ 7. Following directions with minimal supervision

- _____ 8. Taking advantage of learning opportunities
- _____ 9. Following through with assignments and projects

COMMUNICATIONS AND HUMAN RELATIONS SKILLS

- _____ 1. Conveying ideas and thoughts clearly and articulately
- _____ 2. Establishing open and honest relations with others
- _____ 3. Exhibiting the capacity to admit mistakes
- _____ 4. Exhibiting flexibility and adaptability to new situations
- _____ 5. Displaying tact in expressing views
- _____ 6. Exhibiting understanding of and respect for others
- _____ 7. Demonstrating the ability to listen to others
- _____ 8. Handling confidential information in an appropriate way
- _____ 9. Exhibiting good writing skills

MANAGEMENT AND PROGRAMMING COMPETENCIES

- _____ 1. Is able to work with minimal supervision
- _____ 2. Exhibiting the ability to select and use appropriate materials.
- _____ 3. Displaying resourcefulness and innovation
- _____ 4. Comprehending basic administrative procedures
- _____ 5. Exhibiting positive decision making and problem solving skills
- _____ 6. Comprehending the department's role and functions

OVERALL OPINION/COMMENTS

Please tell me about those characteristics of the intern you think are “good” and those characteristics you think “need improvement.” Please include other comments or opinions you have about the intern.

Student Name (please print)

Signature On-Site Internship Supervisor

Date

*Materials adapted with permission from Texas State University – San Marcos, Student Affairs Practicum Handbook, 2006-2007



The University of Texas at San Antonio
Department of Educational Leadership and Policy Studies

HSA 6943 Internship in Higher Education
ON-SITE INTERNSHIP SUPERVISOR
FINAL EVALUATION

In order to determine the student's final grade for the internship, please evaluate the student and the experience. Students should submit a signed copy of the final evaluation to his or her Internship Faculty Supervisor before the last day of the semester. Attach a copy of the Internship Contract with the final evaluation form.

Semester/Year: _____

Program/Office: _____

Intern's Name: _____

Internship On-Site Supervisor's Name: _____

Email: _____ Phone: _____

Internship Faculty Supervisor's Name: _____

Email: _____ Phone: _____

Please rate the level of accomplishment attained by the intern using the following scale:

- 0 = Not applicable
- 1 = Did not meet the minimal performance expectations
- 2 = Met minimal performance expectations
- 3 = Exceeded minimal performance expectations
- 4 = Performed at an exceptional level

PROFESSIONAL BEHAVIOR ON THE JOB

- _____ 1. Became familiar with office functions and procedures
- _____ 2. Personal dress and grooming was appropriate
- _____ 3. Exhibited a desire to consult with supervisor and staff
- _____ 4. Participated actively in office activities
- _____ 5. Was reliable, punctual, and responsible

OVERALL EVALUATION OF THE INTERNSHIP (Please check one)

_____ The intern has successfully completed the objectives and achieved a reasonable level of competence.

_____ The intern was not able to achieve the objectives established for the internship and should repeat the experience.

How would you rate the student as a possible candidate for full-time employment in your or a similar office? (Circle one)

Poor Fair Good Very Good Excellent

Please circle you recommended grade for this student:

A B C D F

Student Name (please print) Date

On-Site Internship Supervisor (please print) Signature Date

*Materials adapted with permission from Texas State University – San Marcos, Student Affairs Practicum Handbook, 2006-2007



The University of Texas at San Antonio
Department of Educational Leadership and Policy Studies

HSA 6943 Internship in Higher Education

WEEKLY TIMESHEET

Submit timesheet to On-site Internship Supervisor on a weekly basis for his or her signature.

Semester/Year : _____

Program/Office: _____

Student's Name: _____

On-Site Supervisor's Name: _____

| | | | |
|---------------|-------------------------------|---------------------------|--|
| Week 1 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| Week 2 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |

| | | | |
|---------------|-------------------------------|---------------------------|--|
| Week 3 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| Week 4 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| Week 5 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| Week 6 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |

| | | | |
|----------------|-------------------------------|---------------------------|--|
| Week 7 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| Week 8 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| Week 9 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| Week 10 | Days | Total Hours Worked | |
| | Monday | | |
| | Tuesday | | |
| | Wednesday | | |
| | Thursday | | |
| | Friday | | |
| | Saturday | | |
| | Sunday | | |
| | Student's Signature | | |
| | Supervisor's Signature | | |
| | | | |

| | | |
|-------------------------------|----------------------------|---------------------------|
| Week 11 | Days | Total Hours Worked |
| | Monday | |
| | Tuesday | |
| | Wednesday | |
| | Thursday | |
| | Friday | |
| | Saturday | |
| | Sunday | |
| | Student's Signature | |
| Supervisor's Signature | | |
| Week 12 | Days | Total Hours Worked |
| | Monday | |
| | Tuesday | |
| | Wednesday | |
| | Thursday | |
| | Friday | |
| | Saturday | |
| | Sunday | |
| | Student's Signature | |
| Supervisor's Signature | | |
| Week 13 | Days | Total Hours Worked |
| | Monday | |
| | Tuesday | |
| | Wednesday | |
| | Thursday | |
| | Friday | |
| | Saturday | |
| | Sunday | |
| | Student's Signature | |
| Supervisor's Signature | | |
| Week 14 | Days | Total Hours Worked |
| | Monday | |
| | Tuesday | |
| | Wednesday | |
| | Thursday | |
| | Friday | |
| | Saturday | |
| | Sunday | |
| | Student's Signature | |
| Supervisor's Signature | | |

| | | |
|-------------------------------|----------------------------|---------------------------|
| Week 15 | Days | Total Hours Worked |
| | Monday | |
| | Tuesday | |
| | Wednesday | |
| | Thursday | |
| | Friday | |
| | Saturday | |
| | Sunday | |
| | Student's Signature | |
| Supervisor's Signature | | |
| Week 16 | Days | Total Hours Worked |
| | Monday | |
| | Tuesday | |
| | Wednesday | |
| | Thursday | |
| | Friday | |
| | Saturday | |
| | Sunday | |
| | Student's Signature | |
| Supervisor's Signature | | |

Total Internship Hours Completed (*must be at least 150*) = _____

Student's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____

**The final original signed timesheet should be turned in to the Faculty Supervisor upon completion of the internship. Please retain a copy for your records.*

Appendix D – List of Potential Intern Sites

A student is not limited to these locations.

Graduate on campus internships

[UTSA Admissions](#)

[Rivera Center for Student Success](#)

[UTSA College of Sciences Undergraduate Advising Center](#)

[UTSA Colleges' Freshman Advising Center](#)

[UTSA Educational Leadership](#)

[UTSA Financial Affairs](#)

[UTSA Greek Life Internship, Student Activities](#)

[UTSA Housing and Residence Life](#)

[UTSA Office of Student Judicial Affairs](#)

[UTSA Orientation and Family Programs](#)

[UTSA Career Center](#)

[UTSA COLFA Advising Center](#)

[UTSA DT Office of P-20 Initiatives](#)

[UTSA DT Office of P-20 Initiatives 2](#)

[UTSA Learning Communities](#)

[UTSA Office of the Vice President](#)

[UTSA Office of Undergraduate Admissions](#)

[UTSA Risk Education, Alcohol and Drug Programs Internship, Student Activities](#)

[UTSA University Center General](#)

[UTSA University Center Programs](#)

[UTSA University Center Events Management](#)

[UTSA University Center Operations](#)

Graduate off campus internships

[College](#)

[The Culinary Institute of America](#)

[Trinity Campus & Community Involvement](#)

[Trinity Student Leadership Internship, Campus and Community Involvement](#)

[Trinity University Upward Bound Program](#)

[Trinity Advise TX College Advising Corps](#)

[Palo Alto College Office of Veterans Affairs](#)

List updated at http://education.utsa.edu/educational_leadership_and_policy_studies/student_section/



University of Texas at San Antonio HSA 6943 Internship Contract

The internship contract is negotiated and prepared jointly by the intern and on-site supervisor. It is advisable to share a draft with you Faculty advisor and Faculty Internship Supervisor before finalizing. A copy of the signed contract must be presented to the Internship Faculty Supervisor no later than the first organized class day for HSA 6943. The original contract will become part of the student's departmental file.

Student Information:

Name
E-Mail Address
Mailing Address
(Telephone number Home)
(Telephone number Work)

Internship Site Supervisor Information:

Name
Position Title
E-Mail Address
Mailing Address
(Telephone number Work)

Dates

Start:
End: (approx.)

Statement of Purpose:

The purpose of this internship experience is to gain a better understanding of the role and function of student affairs as a profession. Specifically, this internship will focus on the functional student affairs area _____. Objectives of the internship are covered below and will be achieved through specific project work, assisting as needed in various areas in the Office. This practicum experience serves as an opportunity to become familiar with the programs and positions within the _____ office at _____ (institution or organization) and in Student Affairs in general.

Site Supervisor:

The On-Site Internship Supervisor will supervise the work of the student and be the point person if there are issues related to the student's work performance or carrying out of responsibilities. During the period of the internship, the site supervisor will provide both formative and final evaluations of the student intern's work, using prescribed forms to be provided by the program. The On-Site Internship Supervisor will also periodically be contacted by the Internship *Faculty* Supervisor who will meet with all interns as part of an organized class. The site supervisor

should feel free to contact the Faculty Supervisor as needed. The semester's Internship Faculty Supervisor is _____ and may be contacted by e-mail at: _____.

Objectives and Learning Outcomes:

Consider carefully the crafting and wording of objectives and learning outcomes as you must document the successful completion or achievement of each one in your portfolio.

Include one objective on the development and management of budgets as it relates to the department or program in which you are interning.

Objective 1: To

Learning Outcomes (list several):

1. Student will
2. Student will

Objective 2 (and list as many as appropriate to be covered in 150 hours):

Learning Outcomes (list several):

1. Student will.
2. Student will

Objective 3-as many as needed: (The final internship contract will be part of your internship portfolio. Keep in mind that the number and complexity of items listed as internship objectives and learning outcomes could reflect on your readiness for a student affairs appointment after graduation.)

Site Location:

List the name of the site location. Provide all pertinent information regarding a specific office that may be part of a larger unit that is referenced above.

Proposed Work Schedule:

The intern and supervisor have agreed that the work schedule will be Changes in the schedule will be made as needed.

Signatures:

Student Signature:

Type student name, Graduate Student

Date

Internship Site Supervisor:

Type name and title of On-Site Internship Supervisor

Date

Copies: Original signed document to Faculty Supervisor

Appendix F

UTSA Department of Educational Leadership and Policy Studies

Internship Clearance Form

Semester _____ 20 _____

Name: _____ Student ID #: _____

E-mail address: _____ Advisor's Name _____

Please select your concentration: Educational Leadership (K-12) Higher Education Administration (College)

Expected graduation date: _____

Courses to be completed prior to or concurrent with the internship (list below)

Are you transferring in any non-UTSA courses toward your program? Yes No
(If yes, list courses and substitutions)

Advisor's Signature _____

Attachments: Copy of unofficial UTSA transcript, including current semester
 Copy of Course Plan