



EDUCATIONAL LEADERSHIP AND POLICY

COLLEGE OF EDUCATION | THE UNIVERSITY OF UTAH

Educational Leadership and Policy
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M.Ed.
Student Affairs Administration Internship
Manual - Feb. 2016

M.Ed. Student Affairs Administration Internship
Department of Educational Leadership and Policy
University of Utah

An internship is required of all candidates for the M.Ed. degree with an emphasis in Student Affairs Administration. The internship provides students with an opportunity to network with administrators in their chosen field, speeds the transition from student to practitioner, and facilitates the application of theory to the world of practice.

Internship Goals

1. To provide the intern with a variety of experiences in order to develop leadership skills.
2. To assist the intern in gaining a realistic perspective of higher education institutions as a result of working with experienced higher education administrators.
3. To assist the intern in developing knowledge, skills, and dispositions to promote learning for all students.
4. To assist the intern in making a smooth transition from student to practitioner.
5. To assist the intern with opportunities to apply theory/coursework and find solutions to practical problems.
6. To aid the intern in developing confidence in performing leadership tasks.
7. To aid the intern in making professional career choices based upon an analysis of his/her demonstrated competencies.
8. To aid the intern in the developing a network of professional contacts.

Expectations for the Student Affairs Administration Internship

Interns must be in good academic standing as defined in the University Of Utah Student Code Of Conduct and must have met the requirements necessary for the M.Ed. program in the Department of Educational Leadership and Policy in order to begin the internship. Internships are available on the University campus and in other local higher education institutions. Previous experience and current job placement will be considered when assigning internships. The Master's program advisor will approve all internship assignments.

General Requirements

1. Interns must have successfully completed at least 12 credit hours of required course work for the Master's Degree before beginning the internship. The internship must be completed during the summer between the first and second years of the M.Ed. program or the first semester of the second year.
2. All interns must enroll in the Internship Seminar class (ELP 6711) offered by the department during the fall term. Student completing hours during the summer term will be asked to complete assignments

during that time that will be consistent with the fall class assignments. They are also required to attend a meeting in late spring term to discuss these assignments.

3. Student must discuss plans/goal for the internship experience with the Master's program advisor prior to pursuing a site.
4. Internship placement assignments must be approved by the Internship Supervisor (supervisor/advisor on site). An Internship Site Agreement Form (Form A) must be signed by the intern and returned to the Internship Supervisor and Master's program advisor.
5. It is highly recommended that Internship Supervisor have some combination of a master's degree in Student Affairs or related fields, several years of professional experience and/or experience at the institution and approved by the Master's program advisor.
6. The intern must attend all scheduled class seminars.
7. The intern must complete all assigned tasks and activities.
8. The intern must complete at least 75 total hours at the internship site.
9. The internship must provide opportunities to bridge coursework and field experience.
10. The internship must provide opportunities to develop skills that promote student learning.
11. The intern will complete any additional requirements as outlined by the Internship Director.
12. The Master's program advisor will make a minimum of one on site visit and meet with the Internship Supervisor and intern.

A. Student expectations include:

1. Students should complete the ELP 6711 Internship Information (form A) outlining their academic and work experiences and identifying their goals for the internship.
2. Student must meet with the program advisor to discuss their areas of interest. Student with summer internship should have this process completed by the end of the spring break of their second semester of their second year. Those planning on a fall internship should have this process completed by the end of the spring term of their second year.
3. Students should make an appointment for an informational interview and meet with each potential intern supervisor to discuss their goals for the internship and learn what types of tasks and activities would be available to help meet those goals. Students should provide a resume or form A to the prospective site supervisor prior to the meeting to allow the supervisor to get to know them better.
4. Once students have identified the site that best meets their goals, this should confirm this with the Master's program advisor. Students should then arrange an appointment with the supervisor of the site to determine if the supervisor is willing to sponsor the internship. If so, they should jointly develop specific objectives that will provide the experiences to obtain the student's goal (see Form

B). After arranging an internship, students should follow-up with all the other site supervisors with whom they met to inform them that they have selected an internship in another office so the sites can consider other candidates who may be interested.

6. It is the student's responsibility to develop the initial draft of the internship agreement for the semester. Final agreements should not be signed until the student and the supervisor both agree to the objectives, activities to achieve the objectives and the anticipated hours for each activity.
7. Completed agreements should be submitted to the Master's program advisor by the first full week of classes in the semester for which the student is enrolled in the Internship class.
8. At midterm, the student and Internship Supervisor should review the agreement to affirm that the objectives are obtainable and make any necessary modifications.
9. The intern is expected to schedule a mid-term on-site meeting with the intern, program advisor and the site supervisor to discuss the activities and progress toward identified goals.
10. A final overview (the website assignment) of the internship site must be submitted by the student and it will become a part of the class files.
11. A self-evaluation must be completed by the student at the end of the term and turned into the Master's program advisor. The specific due date will be included in the class syllabus.

B. Supervisor expectations include:

1. Supervisors who accept an intern must work with the student to develop the specific goals, objectives, and activities on the agreement submitted by the student and agree to support the student in completing assigned tasks.
2. The supervisor must be available to meet with the student so the intern can complete the agreement for the internship by the end of the first full week of class in the term for which the student is enrolled.
3. Supervisors must be clear with students about how they and the opportunities at the site can assist the students in fulfilling their goals and objectives. This includes signing the student's agreement form, which indicates the supervisor is in agreement with the proposed internship.
4. Supervisors must be willing to work with students to clarify and assist the students to further develop their student affairs philosophy and improve their work-related skills. They must be available to support the student in completing the internship objectives, and they must submit evaluation by the due date.
5. Supervisors should meet with the student on a regular basis (ideally, at least one hour a week) in order to provide on-going constructive feedback to the student. In addition, approximately halfway through the term supervisors should meet with students to review their progress and performance.
6. Supervisor is expected to attend a mid-term on-site meeting with the intern and program advisor to discuss the activities and progress toward identified goals.

7. A final evaluation must be completed and submitted to the Master's program advisor by the required date on the syllabus. The student will be given an incomplete if the supervisor does not meet the deadline. The site supervisor must also verify the activities and related hours reported on the Internship Log and Activities form (Form F)

How Do I Find an Internship?

Please review the section on student expectations for detail on this process. This list below is not exhaustive. Students are encouraged to think creatively and find an internship that will be meaningful and beneficial to their course of study. Sites can be at varying locations including the University of Utah, Westminster College, Salt Lake Community College, Brigham Young University, Utah Valley University and Weber State University. Discussions with the program advisor are strongly encouraged as students begin this process.

*Students may find internships in one the following departments:

Academic Advising	Academic Outreach and Education
Associate Student of University of Utah- ASUU	Admissions/Recruitment
Assessment, Evaluation, and Research Student Affairs	Athletics Academic Services
Bennion Community Service Center	Campus Compact
Career Services	Center for Ethnic Student Affairs
Center for Student Wellness	Center for Teaching and Learning Excellence
Disability Services	Dean of Students Office- Salt Lake Community College, U of U, Westminster College, Weber State University
Financial Aid and Scholarship Office	Veterans Support Center- U of U and SLCC
International Student Services	Housing and Residential Education
Office of Sustainability- U of U	Office of Equity and Diversity, U of U Center for Diversity and Unity- Weber State
Student Affairs Diversity Council	Orientation and Leadership –BYU, U of U, UVU
Student Union	Student Involvement and Leadership- Weber State University, Westminster College, University of Utah, Salt Lake Community College
TRIO Programs	Women's Resource Center/Go Girlz Program
International Student Center/Services- U of U, SLCC and UVU	Club Sports – Weber State
Office of Sponsored Projects (OSP)	Outdoor Adventure Center- Weber State University Outdoor Adventures/Outdoor Recreation Program - U of U

Internship Site Agreement

The Internship Site Agreement Forms (FORM A, B and C) must be completed and returned to the Internship Supervisor and the Master's program advisor prior to the beginning of the internship. The internship may only officially begin once these forms have been filled out and returned. The agreement

acknowledges that both the site and the appropriate administrator(s) agree to assist and supervise the intern.

Internship Requirements

1. Internship Seminar

All interns must enroll in the Internship Seminar during fall term of the second year of the M.Ed. program. The seminar provides interns the opportunity to share experiences and concerns with other interns and university faculty. Attendance at all seminars is required.

2. Reflective Journal

Throughout the internship, interns will keep a Reflective Journal. It is expected that interns will think and reflect on their experience weekly. The journal will be a reflective summary of the intern's thoughts, feelings, trepidations, accomplishments, "ah ha" experiences, interactions, personal growth, insights, challenges, etc. A copy of the journal will be submitted to the Master's program advisor at times stated in the syllabus.

3. Culminating Project

The intern will incorporate the internship into a culminating project at the conclusion of the internship experience. More information to come through ELP 6711.

4. Final forms

Supervisors are expected to complete the Final Evaluation – Supervisor, Form D. Ideally, this should be shared with the student prior to submitting it to the Master's program advisor. In addition, the Internship Log and Activities form (Form F), which should entail a brief description of the tasks and times that the intern participated in on-site, must be certified in writing by the site supervisor upon completion of the internship. Students must complete and submit Form D- Self-Evaluation.

RELATED FORMS

FORM A

ELP 6711 Internship Information

To be completed by the student and shared with site supervisor prior to completion of Form B:

Name _____ Telephone (H) _____ (O) _____

Address _____

E-mail _____

Proposed Internship Semester _____

Related work experience (position, location, and year):

List coursework that can relate to the internship experience:

List skills you have that can be used in the internship:

Internship Objectives (These objectives clearly state why this site was selected for the internship.):

FORM B
ELP 6711 Internship Agreement

To be completed by the site supervisor and intern:

Supervisor Name and Title _____ E-mail _____

Student Learning Objectives (A maximum of two specific objectives). Note the *intended learning objectives* and the *related learning outcomes* will likely enable the intern to reach her/his/their learning goals for a career in student affairs.

Objective 1.

Objective 2.

Student Learning Outcomes For Each Learning Objective

Objective 1:

- Learning Outcome 1
- Learning Outcome 2
- Learning Outcome 3

Objective 2:

- Learning Outcome 4
- Learning Outcome 5
- Learning Outcome 6

Other Learning Outcomes:

Learning Outcome	Activity at Site	Evaluation
1.		
2.		
3.		
4.		
5.		
6.		

Overall Internship evaluation method:

Student Signature _____ Supervisor Signature _____

Date Signed _____ Date Signed _____

Final Evaluation – Supervisor Form D
ELP 6711 – Supervised Internship

Student Name: _____ Semester of Internship: _____

Approximate hours logged on site: _____

Please rate the intern's performance in the following areas throughout the internship.

	Excellent	Good	Fair	Unacceptable
Willingness to learn				
Completion of assignments				
Punctuality				
Initiative				
Communication with supervisor				
Ethical behavior				
Professional interaction				

Please enter the specific learning outcomes determined at the beginning of the internship and rate the intern's accomplishment of each objective. Provide comments where appropriate.

Outcome	Excellent	Good	Fair	Not at all	Comments
1.					
2.					
3.					
4.					
5.					
6.					

To what degree was the intern involved in the actual practice of procedures, duties, and routines of your area?

- Fully involved – able to perform with little or no supervision.
- Involved, but worked under the direct supervision of a staff member.
- Observed staff member at work.
- Met, talked with staff (singly or in groups) but no observation or actual assignments were undertaken or attempted.

Please provide addition comments, if appropriate.

Signature: _____ Date: _____

FORM F
Educational Leadership and Policy 6711
University of Utah

Internship Log and Activity Form
(EXAMPLE)

Name: _____

Internship Location: _____

Site supervisor signature (upon completion of internship) _____

Date	Activity	Time	Hours
Sept. 5	Observed student affairs meeting, monitored student affairs event.	12:00 – 4:00	4
Sept. 6	Visited new student recreation center, met Vice President for Student Affairs, participated in a student orientation meeting.	8:00 – 11:00	3
Sept. 7	Attended orientation meeting, discussed new student proposal, visited with Orientation Director.	4:00 – 6:00	2
Sept. 8	Observed student judiciary hearing, participated in interviews for new director of student assessment, attended two student affairs committee meetings.	8:00 – 12:00	4
Sept. 9	Attended service-learning meeting, met with new service-learning director.	12:00 – 2:00	2

Week of September 5 - 9

Hours Logged = 15