M.Ed.
Student Affairs Administration Internship
Manual - 2013
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 should be completed during the summer between the first and second years of the M.Ed. program for part time students or the first semester of the second year for full time students.

2. The intern must enroll in the Internship Seminar class (ELP 6711) offered by the department the same semester as the internship.
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 will summer internship should have this process completed by the end of the spring break of their second semester. Those planning on a fall internship should have this process completed by the end of the spring term.

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 bring a resume to the meeting with the prospective site supervisor 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 Forms B and C). 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 and details of the agreement.

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.
They will become a part of the class files and available for future students to review as they explore
internship sites.

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.

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:

<table>
<thead>
<tr>
<th>Academic Advising</th>
<th>Academic Outreach and Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelente</td>
<td>Admissions/Recruitment</td>
</tr>
<tr>
<td>Assessment, Evaluation, and Research Student Affairs</td>
<td>Athletics Academic Services</td>
</tr>
<tr>
<td>Bennion Community Service Center</td>
<td>Campus Compact</td>
</tr>
<tr>
<td>Career Services</td>
<td>Center for Ethnic Student Affairs</td>
</tr>
<tr>
<td>Center for Student Wellness</td>
<td>Center for Teaching and Learning Excellence</td>
</tr>
<tr>
<td>Development Office – College of Education</td>
<td>Dean of Students Office- Salt Lake Community College, U of U, Westminster College, Weber State University</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Diversity Student Early Outreach</td>
</tr>
<tr>
<td>Financial Aid and Scholarship Office</td>
<td>Housing and Residential Education</td>
</tr>
<tr>
<td>International Student Services</td>
<td>Office of Equity and Diversity, U of U</td>
</tr>
<tr>
<td></td>
<td>Center for Diversity and Unity- Weber State</td>
</tr>
<tr>
<td>Office of Sustainability- U of U</td>
<td>Orientation and Leadership –BYU, U of U, UVU</td>
</tr>
<tr>
<td>Student Government</td>
<td>Student Involvement and Leadership- Weber State University</td>
</tr>
<tr>
<td>Student Union</td>
<td>Women’s Resource Center</td>
</tr>
<tr>
<td>TRIO Programs</td>
<td>Club Sports – Weber State</td>
</tr>
<tr>
<td>International Student Center/Services- U of U, SLCC and UVU</td>
<td>Outdoor Adventure Center- Weber State University</td>
</tr>
</tbody>
</table>

Internship Site Agreement

The Internship Site Agreement Forms (FORM A and B) 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**
Candidates must enroll in the Internship Seminar during summer or fall term of the second year of the M.Ed. program. The Internship Seminar schedule will be announced prior to the beginning of summer or fall term. 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 Website**
The intern will submit a culminating website at the conclusion of the internship experience. This information will be maintained on file in the ELP office. Included in the portfolio will be the following.

   - **A. Internship Log and Activities**

     The Internship Log and Activities form (Form F) will entail a brief description of the tasks that the intern participated in on-site. Also included will be the dates and times when the intern was on site. The site supervisor must certify, in writing, the log upon completion of the internship.

   - **B. Final Assignment**

     Students will complete a final presentation regarding their internship and area of interest in higher education leadership. A printed copy of the website, or link that is not edited for six months, must be turned in as well.
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 Goals:
FORM B
ELP 6711 Internship Agreement

To be completed by the site supervisor:

Supervisor Name and Title _____________________________ Phone _______________

Office Address ________________________________ E-mail ________________________

Internship Objectives - (a minimum of three – five specific objectives). Use language such as:

*Intern will be prepared to _______.
*Intern will be able to _______.
*Intern will be able to articulate _______.
*Intern will understand _______.
*Intern will be able to describe _______.

Internship assignments related to objectives. Note anticipated hours to complete each assignment:

What skills can the student develop which will help him/her perform duties and functions common in student affairs work?

Internship evaluation method:

Student Signature ______________________ Supervisor Signature ______________________

Date Signed ______________________ Date Signed ______________________
I understand that I am participating in an internship sponsored by the Department of Educational Leadership and Policy and the ____________________________ (hereafter referred to as the internship site). I recognize that throughout the internship experience I am subject to the rules, regulations and policies of the University of Utah as well as those appropriate to the internship site.

I understand that during the internship I will be representing the University of Utah, the Department of Educational Leadership and Policy, and the internship site. I will do nothing that would adversely affect the image of these units. I agree that if any of my behavior is deemed improper, detrimental to the internship site or to the University of Utah, I will be asked to withdraw from the internship and will not receive credit.

I understand that failure to abide by the policies and procedures of the internship program will result in termination of the internship.

I further agree that I will abide by all policies and regulations of the internship site.

I HAVE READ THIS AGREEMENT. THE NATURE, SCOPE, AND POLICIES OF THE INTERNSHIP PROGRAM HAVE BEEN EXPLAINED TO ME, AND I AGREE TO ABIDE BY THEM.

Intern: Signature: ____________________________ Date: _____________

Internship Supervisor: Signature: _____________________________________________ Date: _________________________________________
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.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Willingness to learn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion of assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication with supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical behavior</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional interaction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Objective</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Not at all</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 E
STUDENT SELF-EVALUATION
ELP 6711 – SUPERVISED INTERNSHIP

1. What three key things have you learned at your internship site? Provide an explanation of each item.

2. What three key things have you learned from class? Provide an explanation of each item.

3. What did you learn about yourself from this experience?

4. To what extent did you fulfill your internship agreement? Please explain how you met the goals.

5. Evaluate your engagement and participation in class.

6. Please add any other information you would like the instructor to know about your participation and learning at the internship site or in class.

Signature: ________________________ Date: ____________________
**Internship Log and Activity Form**

**EXAMPLE**

Name: _______________________________________________________________

Internship Location: ____________________________________________________

Site supervisor signature (upon completion of internship)________________________

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

Week of February 5 – February 9  

Hours Logged = 15