

Student Affairs Internship Supervisor Handbook



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Internship Supervisor Handbook
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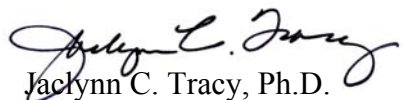
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Dear Potential Internship Supervisor:

On behalf of the department program faculty, thank you for agreeing to serve as a supervisor for a graduate student's internship. We appreciate you sharing your professional knowledge, skills, and behaviors with the intern.

If I can be of assistance to make this relationship as productive as possible, please do not hesitate to contact me at jtracy@emich.edu.

Sincerely,


Jacklynn C. Tracy, Ph.D.
Professor & Department Head

The Internship Experience

The internship is designed for students to actively apply the knowledge, skills, and behaviors acquired during the program of study. The internship provides a student with some of the practical day-to-day experiences in a student affairs/ higher education setting. More specifically, the goals of the internship are:

- ❖ Opportunities to work with undergraduates in enriching or facilitating personal development and learning.
- ❖ Program planning, implementation, and evaluation.
- ❖ Supervision and staff training.
- ❖ Administrative functions and processes.
- ❖ Bridging the gap between theory and practice.
- ❖ An opportunity to explore and receive on-the-job work experience to position oneself for the next stage in your professional career.

In other words, a student in an internship learns and experiences, under supervision, the duties and responsibilities of a person and professional who is employed at an educational institution. In addition, students may have specific professional goals that they seek to fulfill during the internship.

Role of the Site Supervisor

The site supervisor is a person who is willing to supervise and serve as a mentor for a developing professional. The site supervisor is the key person at the setting who facilitates and supervises all of the activities during the internship.

According to the CAS standards, site supervisors must meet the following criteria:

1. a minimum of a master's degree in counseling/student affairs/higher education or a closely related field or equivalent work experience, and
2. knowledge of the program's expectations, requirements, and evaluation procedures for students.

New site supervisors are requested to send a resume of their education, experience, and professional activities along with information about the services and functions of the placement setting (if the supervisor is not familiar with program faculty).

Site supervisors are expected to provide one (1) hour of face-to-face supervision each week during the internship. Supervisors provide a final evaluation of the internship. This evaluation is based on ACPA's Professional Competencies (2008).

Responsibilities of Site Supervisor

1. Within the first (2) weeks of the internship, develop a written statement of the intern's job responsibilities. A copy of the job responsibilities becomes part of the binding agreement. Interns are to provide the faculty supervisor with a copy of the job responsibilities. Supervisors may also want to ask the intern to prepare a statement of the intern's professional goals and interests.
2. Generally interns are required to complete 150 hours during the internship (which is about 10 hours per week). Interns maintain a weekly log of their activities. At the conclusion of the internship, there is a final log of the activities to be filed with their faculty supervisors and signed by site supervisor.
3. Hold one-on-one supervisory meetings with intern for a minimum of 30-60 minutes per week. These meetings provide a good opportunity to provide feedback as well as constructive criticism of the intern's performance.
4. Provide a written evaluation at the end of the semester (Appendix)
5. Contact the Internship faculty advisor should any professional/academic issues occur during the internship.

THE INTERNSHIP APPLICATION FORM

(Please Type)

Last Name, First Name

Student Number

E-mail

Internship Semester: Year: _____ Term: FA WI SP SU

Please check the courses that you have completed towards your Master's Degree.

Courses:

- EDLD 550 EDLD 551 Other Courses: _____
 EDLD 622 EDPS 667 _____

Please describe the placement setting, the intended activities, the reasons for selecting this setting, and the address.

Agency Name

Supervisor's Name

Supervisor's Title

Supervisor's Phone Number

Supervisor's Email

Return this form to: **To your Faculty Advisor**
304 Porter Building
Department of Leadership and Counseling
Eastern Michigan University
Ypsilanti, MI 48197
Phone: (734) 487-0255
Fax: (734) 487-4608

INTERNSHIP WEEKLY LOG (STUDENT AFFAIRS)

Name: _____ Week of: ____/____/____

Instructions:

1. Please record the number of hours spent in each activity each day.
2. Please total the hours for each day and for each week on the appropriate dimension.
3. Please have the site supervisor sign the completed form. This form is to be submitted to the coordinator of internship at the end of the semester.

Activities	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly Total
Advising (direct service)								
Students								
Organizations								
Planning Activities/Program Development								
Staff Development / Learning Seminars/ Meetings								
Documentation / Report Writing								
Case Conference / Teaming/Consulting								
Presenting Educational Workshops								
Community Resources / Research								
Grant / Proposal Writing								
Other (list)								
Supervision								
Individual								
Group								
TOTAL HOURS								

Student's Signature

Date

Supervisor's Signature

Date

INTERNSHIP TALLY SHEET FOR SEMESTER (STUDENT AFFAIRS)

From: ____ / ____ / ____ To: ____ / ____ / ____

Name: _____

Activities	Week Number																Total Hours
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Direct Services:																	
Students																	
Organizations																	
Staff/Faculty																	
Planning Activities/Program Development																	
Staff Development / Learning Seminars/ Meetings																	
Documentation / Report Writing																	
Case Conference / Teaming/Consulting																	
Presenting Educational Workshops																	
Community Resources / Research																	
Grant / Proposal Writing																	
Other (list)																	
Supervision																	
Individual																	
Group																	
TOTAL HOURS																	

Student's Signature

Date

Supervisor's Signature

Date

STUDENT AFFAIRS INTERNSHIP



Student Name: _____

Site: _____

Semester/Year: _____

Site Supervisor Evaluation

Please complete this evaluation of the student's internship after he or she has completed 150 clock-hours. Please review this evaluation with the student and send a copy to the faculty advisor. If item can not be evaluated, please not N/A, not applicable. Thank you. ACPA's *Professional Competences* (2008) were utilized with this evaluation.

<u>Behavior</u>	Exceptional	Very Good	Acceptable	Needs Attention	Unacceptable	NA
Attendance						
Timeliness of completing work and/or reports						
Preparation and follow-up						
Recognize ethical issues						
Awareness of institutional policies						
Adherence to policies and procedures						

Comments: _____

APPENDIX D (continued)

Attitude

	Exceptional	Very Good	Acceptable	Needs Attention	Unacceptable	NA
Willingness to perform responsibilities						
Openness to new ideas						
Challenge students and colleagues effectively						
Ability to work cooperatively with staff and develop positive interpersonal relationships						
Establish rapport with students, groups, colleagues and others						
Exhibit active listening skills						

Comments: _____

Administrative Issues

	Exceptional	Very Good	Acceptable	Needs Attention	Unacceptable	NA
Team Member						
Competence skills in Student Affairs						
Ability to work with students						
Demonstration of Professional Skills						

APPENDIX D (continued)

(continued)

Exceptional
Very Good
Acceptable
Needs Attention
Unacceptable
NA

Advising skills with students and others

Competence in writing and verbal presentations

Comments: _____

Supervision Process

Exceptional
Very Good
Acceptable
Needs Attention
Unacceptable
NA

Responsiveness

Ability to articulate issues, questions, and concerns

Appropriate use of time and resources

Participation in staff meetings activities

Comments: _____

APPENDIX D (continued)

Strengths: _____

Areas for improvement: _____

TOTAL HOURS: _____

Additional Comments: _____

Supervisor's Signature

Date

Student's Signature

Date