

Master's Degree in Higher Education Administration For-Credit Internship

General Guidelines

1. Think about what you want to learn through this experience and then explore various internship options and meet with prospective internship supervisors to discuss your goals. You may want to draft your Statement of Purpose and Learning Objectives before meeting with anyone. If you have any questions at any point in the process, please contact the faculty supervisor, [Dr. Marlesa Roney](#).
2. After you have identified an experience that will enable you to meet your objectives, draft your Proposal, as described below. Your proposal is a three-way agreement for you, your internship supervisor and the faculty supervisor. All three parties need to be in agreement before your proposal will be approved. The next two steps may vary somewhat as the three parties reach consensus, but, in general, this is the process. See the illustration on page 3 (below).
3. Review the DRAFT of your proposal with the internship supervisor and incorporate any feedback received.
4. Email your DRAFT proposal to the faculty supervisor for review. Incorporate any feedback provided and then schedule a meeting with the faculty supervisor to discuss your plans.
5. Once the faculty supervisor has approved your proposal, make an appointment with the internship supervisor to review your approved proposal and sign the final document. Email the signed document in PDF format to the faculty supervisor.
6. After both the faculty supervisor and the internship supervisor have approved your proposal, you are ready to complete your internship, keeping track of the 240 hours required. NOTE: DO NOT BEGIN WORKING UNTIL YOUR PROPOSAL HAS BEEN OFFICIALLY APPROVED BY THE FACULTY SUPERVISOR. Work completed prior to official approval will not be counted toward the 240 hours required.
7. At the conclusion of your internship write your Final Reflection Paper and email it in PDF format to the faculty supervisor. You are encouraged to keep a journal during your experience to aid in preparation of your reflection paper.
8. If you have any concerns during your internship experience, please contact the faculty supervisor immediately.

Proposal Outline

- I. Statement of Purpose: Include past educational and work experiences that provided the impetus for your interest in this experience, unique learning opportunities available through this experience and how this internship relates to your future professional aspirations. Keep in mind that this experience should offer you learning experiences that differ significantly from your past and current work experiences.
- II. Learning Outcomes: Include specific objectives, such as broadening the knowledge of theory, content and foundations of the profession, and/or developing specific skills such as interpersonal, organizational, management of others. Include specific [ACPA/NASPA Competencies](#).
- III. Site Description (office, location, etc.)
- IV. Responsibilities/Duties.

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- V. Internship Supervisor's Expectations to Receive a Letter Grade of A.
- VI. Provide your timeline for completing the 240 hours (for example, 2 hours/day/5 days a week for 16 weeks and 4 hours/day/5 days/ week for four weeks; or 8 hours/day/5 days a week for six weeks, etc.). Note: Completing the internship in one semester requires a minimum commitment of 3 hours/day/5 days a week for a 16-week semester. You may want to consider completing at least a portion of your internship during the summer.
- VII. Semester you will enroll in ELPS 895. You are required to enroll in ELPS 895 for only one semester, but you may complete the internship over two or more semesters.
- VIII. Internship supervisor's name, title, email and telephone number.
- IX. Signatures (student, internship supervisor)

Final Reflection Paper (approximately 5 pages)

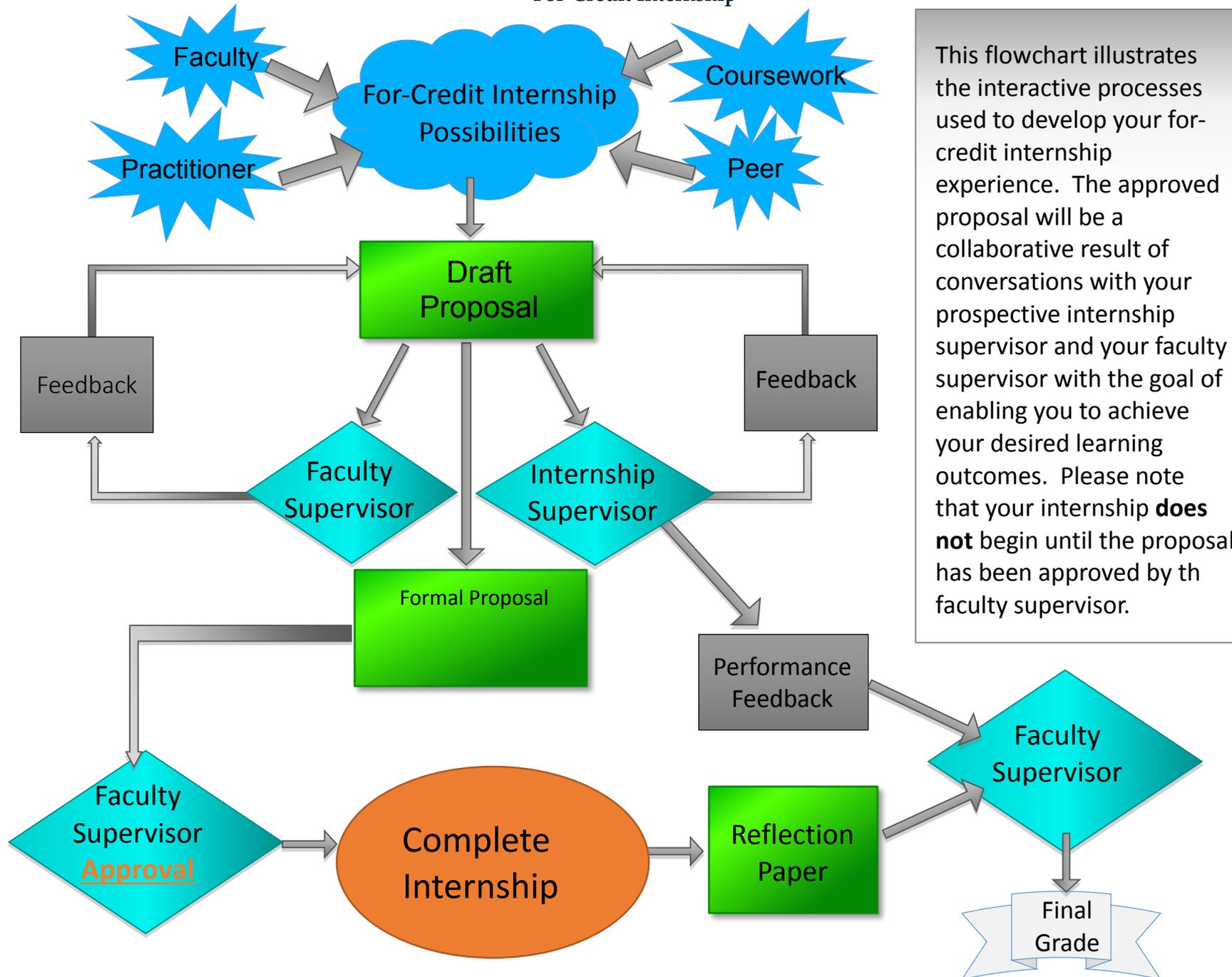
Reflect on your experience and share what you learned. Include a self-evaluation, focusing on whether or not you met your initial objectives and describing any additional learning outcomes you achieved. Reflect on how this experience prepared you for your future professional aspirations.

Email your Reflection Paper in PDF format to the faculty supervisor. She will review your paper and contact your internship supervisor for feedback on your performance before submitting your final grade.

See the illustration on page 3 (below).

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This flowchart illustrates the interactive processes used to develop your for-credit internship experience. The approved proposal will be a collaborative result of conversations with your prospective internship supervisor and your faculty supervisor with the goal of enabling you to achieve your desired learning outcomes. Please note that your internship **does not** begin until the proposal has been approved by the faculty supervisor.