STUDENT AFFAIRS INTERNSHIP PROSPECTUS

Student Information

Name: ____________________________________________

Address: ____________________________________________

(street)

______________________________________________________

(city, state, zip)

Phone: ______________________________

(home) (work) (cell)

E-mail Address: ______________________________________

Host Information

Host Name: ____________________________________________

(name of department, unit, institution)

Address: ____________________________________________

(street)

______________________________________________________

(city, state, zip)

Phone: ____________________________________________

E-mail Address: ______________________________________
Describe the inclusive dates of your Internship experience, the times and dates you plan to work, the number of hours you intend to complete at this site, and the average number of hours per week you plan to work:

Describe your on-site supervisor’s educational and work experience (also attach on-site supervisor’s CV or resume):

List the services offered at your Internship site:

Describe the duties and responsibilities you intend to perform during the Internship experience and the relative amount of time you plan to devote to each:

List your personal and professional goals as they pertain to the Internship experience:

Supervision Plan:
Student, On-site Supervisor, and Faculty Supervisor Expectations

Our signatures indicate that we understand and will abide by the following guidelines for completing the Internship experience at this site:

Students are required to:

3. Complete supervised Internship experiences equivalent to a minimum of 200-300 hours over the course of one semester (400-600 hours over two semesters). In general, quality is more important than quantity, the higher the intensity of the experience, the less the hours required. The exact number of hours is worked out on a case-by-case basis with each student in consultation with the on-site supervisor and the appropriate program faculty member.

4. Complete supervised Internship experiences that conform to the following minimum requirements:

   a) Engage in direct service with actual students in order to foster the development of student affairs skills, including some work with groups.

   b) Weekly interaction that averages one-half hour per week of individual supervision throughout the Internship, usually performed by the on-site supervisor.

   c) An average of one-and-one-half hours per week of group supervision provided on a regular schedule throughout the Internship and performed by a program faculty member; this is typically met by attending the weekly Practicum class meetings.

   d) The opportunity for the student to become familiar with a variety of professional activities and resources.

   e) Evaluation of the student’s performance throughout the Internship, including documentation of a formal evaluation after the student completes the Internship by the site supervisor.

____________________________________________/______________
Student signature                  Date

____________________________________________/______________
Site Supervisor signature                 Date

____________________________________________/______________
Faculty Supervisor signature       Date