

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: _____

Provide the time frame of your Internship experience including 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 résumé).

List the services offered at your Internship site.

Identify 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 and describe how this experience fits into your career plan (e.g., exploring a new area, experiencing a new type of institution, learning or refining specific skills).

Describe the plan for supervision.

Student, On-site Supervisor, and Faculty Supervisor Confirmation

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:

1. Complete supervised Internship experiences equivalent to a minimum of 200 hours over the course of one semester (400 over two semesters). In general, quality is more important than quantity, the higher the intensity of the experience, the less the hours required. In this situation, 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 faculty member.
2. Complete supervised Internship experiences that conform to the following minimum requirements:
 - a) Engage in direct service with students in order to foster the development of student affairs skills, including some work with groups.
 - b) Engage in weekly interaction that averages one-half hour per week of individual supervision throughout the Internship, usually performed by the on-site supervisor.
 - c) Participate in 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, which is typically met by attending the weekly class meetings.
 - d) Provide an opportunity for the student to become familiar with a variety of professional activities and resources.
 - e) Conduct an 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.

Site Supervisor signature

Date

Student signature

Date

Faculty Supervisor signature

Date