

# STUDENT AFFAIRS INTERNSHIP SUPERVISOR HANDBOOK



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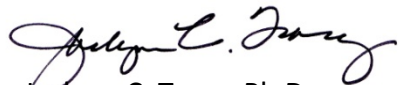
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Dear Potential Internship Supervisor:

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](mailto:jtracy@emich.edu).

Sincerely,



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

## **PURPOSE OF THE INTERNSHIP**

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 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.
- 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 of 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 NASPA and ACPA's Professional Competencies (2010).

### **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 completed 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 E).
5. Contact the Internship faculty advisor should any professional/academic issues occur during the internship.

# STUDENT AFFAIRS INTERNSHIP APPLICATION FORM

*(Please type or print neatly)*

_____	_____
Last Name, First Name	Student Number
_____	_____
E-mail	Date

Return this form to your faculty advisor. Your advisor will review and submit the form to be processed. After processing, if approved, you will receive an email regarding registration for the course.

A student can only register for 1 internship per semester, internship involves a class.

**\* You must be registered the term you are accumulating internship hours and receiving internship supervision.**

**Internship semester/term:**    FA    WI    SU (May/June)    SU (July/Aug)

**Type of Internship:**            Internship I    Internship II

You must have completed EDLD 550 and EDLD 551 to register for an internship.

Please describe the placement setting, the intended activities, reasons for selecting this site, and goals for the internship (see sample Internship statement, Appendix B): attach this statement to your application form.

_____	
Agency Name	
_____	_____
Supervisor's Name	Supervisor's Title
_____	_____
Supervisor's Phone Number	Supervisor's Email

Return this form to:

**To your Faculty Advisor**  
 Department of Leadership and Counseling  
 John W. Porter, Bldg Suite 304  
 Eastern Michigan University  
 Ypsilanti, MI 48197  
 Fax: (734) 487-4608

<b>- FOR DEPT USE ONLY -</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____	_____
Advisor Signature	Date
_____	_____
Processor Signature	Date

---

## **SAMPLE INTERNSHIP STATEMENT**

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### **Placement Setting and Intended Activities**

The Office of Student Conduct and Community Standards (OSCCS) at Eastern Michigan University, Ypsilanti, MI, where I will practice, under supervision, the duties and responsibilities of a student judiciary professional in:

1. Administering conduct policies and procedures
2. Handling student employment grievances
3. Investigating student-to-student sexual harassment claims.

### **Reasons for Selecting Internship**

My reasons for selecting this internship are as follows:

1. to engage with college students in an effort to guide their ethical development, drive their personal accountability and enhance their civility towards others.
2. to have the opportunity to explore and receive on-the-job work experience in higher education with the intent of better positioning myself for the next stage of my professional career
3. to have the opportunity to apply the moral development theory in determining the best educational method for reaching students.

### **Goals for my Internship**

My primary goals for my internship with the OSCCS are as follows:

1. to get experience in executing the student code.
2. to recommend updates and enhancement to the code based on experience.
3. to apply moral development theory when meeting with students who need educational guidance in an effort to determine the best disciplinary course of action.
4. to build a rapport and partnership with various university departments.

**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 sire 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 (Advising)								
Planning Activities/ Program Development								
Staff Development / Learning Seminars/ Meetings								
Documentation/ Report Writing								
Case Conference/ Teaming/ Consulting								
Presenting Educational Research								
Community Resources/ Research								
Other (list): • • • •								
Supervision								
Individual								
Group								
<b>TOTAL HOURS</b>								

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



APPENDIX D

**INTERNSHIP TALLY SHEET FOR SEMESTER  
(STUDENT AFFAIRS)**

From: \_\_\_\_\_ To: \_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

APPENDIX E



**STUDENT AFFAIRS INTERNSHIP**

Student name: \_\_\_\_\_ E# \_\_\_\_\_

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 cannot be evaluated, please note N/A, not applicable. Thank you. ACPA/ NASPA *Professional Competences* (2010) are utilized with this evaluation.

	Expert	Advanced	Competent	Basic	NA
<b><u>Behavior</u></b>					
Attendance					
Timeliness of completing work and or reports					
Preparation and follow-up					
Participation in staff meetings					
Communication skills					
Writing skills					
Comments: _____					

	Expert	Advanced	Competent	Basic	NA
<b><u>Advising and Helping</u></b>					
Practices active listening skills					
Facilitates problem solving					
Ability to mentor students (establishes rapport)					
Ability to handle crisis					

Facilitates dialogue with diverse or disparate audiences 

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Works well with diverse students & staff 

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Comments: \_\_\_\_\_

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**Ethics and Legal Considerations**

	Expert	Advanced	Competent	Basic	NA
Willingness to perform work responsibilities					

Knowledge of ethical codes related to work setting					
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Adheres to office policies & procedures					
---	--	--	--	--	--

Acts in accordance with institutional policies, state/federal laws					
--	--	--	--	--	--

Comments: \_\_\_\_\_

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**Leadership**

	Expert	Advanced	Competent	Basic	NA
Ability to express personal values and beliefs as an effective leader					

Understands campus cultures (academic, student, e.g.)					
---	--	--	--	--	--

Understands institutional and organizational structure in work setting					
--	--	--	--	--	--

Ability to mend cultural issues					
---------------------------------	--	--	--	--	--

Advocates for change/ Innovation					
----------------------------------	--	--	--	--	--

Comments: \_\_\_\_\_

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**Student Learning and Development**

Applies theory with students and/or programs

Expert	Advanced	Competent	Basic	NA

Understands limitation in applying theories

--	--	--	--	--

Promotes student learning & development

--	--	--	--	--

Comments: \_\_\_\_\_

\_\_\_\_\_

**Personal Foundation**

Ability to articulate professional goals

Expert	Advanced	Competent	Basic	NA

Recognizes needs & opportunities for continued growth

--	--	--	--	--

Receives and understands feedback

--	--	--	--	--

Awareness and understanding of one's personal values, attitudes & beliefs

--	--	--	--	--

Comments: \_\_\_\_\_

\_\_\_\_\_

**Other Competencies**

Ability to navigate technology

Expert	Advanced	Competent	Basic	NA

Uses/applies social media with internship

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Ability to conduct an assessment or evaluation

--	--	--	--	--

Write an assessment/evaluation report

--	--	--	--	--

Comments: \_\_\_\_\_

\_\_\_\_\_

APPENDIX E (continued)

Interns strengths:

Interns area(s) for improvement:

**Total hours:** \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date