



UNIVERSITY OF
ARKANSAS™

HIGHER EDUCATION PROGRAM

Internship Guidelines for Master's Students

HIED 5643 Reflective Practice in Student Affairs

Internship Purpose

An internship (HIED 5643) is a supervised fieldwork experience in which a knowledgeable and experienced professional instructs and supervises a master's student's introduction to a particular functional area in a college or university setting. An internship offers the student the opportunity to gain practical "hands on" experience by working as an "unofficial" member of that particular unit for a defined period of time.

Internship is an important part of the preparation of a competent professional in the field, particularly for students lacking full-time work experience in higher education. The purposes of the internship are to assist the student to:

1. Integrate practical experience with classroom instruction for more complete learning.
2. Determine suitability-aptitudes, interest, and skills for a particular type of work or career interest.
3. Develop and expand professional competencies, skills, interests, and expectations in preparing for a career in the field of higher education.
4. Fulfill preparation requirements and expectations for the master's degree.

Nature of the Internship

The internship should simulate actual experiences and responsibilities of a professional position. It should not only involve responsibility, but also accountability, for successful job performance. The internship should be pre-structured, meaningful, goal-oriented type of experience. Additionally, it will require specific identified activities and products provided to the hosting unit such as training materials, reports, research, data collection, planning of events, etc. The specific activities of the internship should be pre-planned and guided by the goals that are expressed in terms of intended accomplishments.

The internship experience is structured through the cooperative efforts of the student, a designated faculty advisor who guides the student, and professional site supervisor in the cooperating unit in which the internship is to be undertaken. It is the student's responsibility to originate and design the plan for the internship with the faculty advisor's suggestions and approval, and approval of the professional site supervisor.

Planning the Internship Experience

The starting point for planning an internship experience is for the student to determine what experience they want to gain and the specific competencies they want to build that are in line with their interests and future career goals. Getting started early with the planning is very important. Next the student should identify an internship site that will enable them to gain the experience they desire. The student will need to meet with a potential site supervisor about

interning in the selected site. It is strongly recommended that you begin the process of arranging an internship the semester prior to the planned internship.

At the master's level, the Higher Education program offers HIED 5643 *Reflective Practice in Student Affairs*. All students in the master's program must complete HIED 5643, unless the student currently works full-time in higher education or if the student's advisor approves an exception. *Reflective Practice in Student Affairs* may be taken multiple times, but only once a semester. To participate in HIED 5643, an "Internship Contract" must be developed and approved by the faculty member teaching the course before beginning the activity for required hours.

HIED 5643 Reflective Practice in Student Affairs - Seminar

All first-time interns (first time taking HIED 5643) are required to complete seminar class meetings (returning interns are not required to attend seminar as a graded course component). An important part of the Internship experience is the Seminar portion of the experience facilitated by the higher education program faculty member overseeing this internship. The purpose of the seminar is to offer students an opportunity to discuss and share learning insights related to their job assignment. In addition, the seminar will be used as a workshop setting to provide students the opportunity to develop other professional skills. The seminar part of the internship will be arranged by the faculty member teaching the course.

Students who take HIED 5643 for the first time in summer will complete the seminar in the following fall semester (upon successful completion of seminar, the student grade will change from a temporary "incomplete" to a final grade).

Internship Contract

Each student must have a signed Internship Contract before beginning the course. The Internship Contract serves to document the agreement made between the student, on-site professional supervisor, and faculty advisor regarding the expectations for the supervised experience.

Students may not begin internship without a contract approved by all required parties. The contract should address the following areas:

1. The purpose of the internship.
2. The goals to be accomplished.
3. The key responsibilities.
4. The specific activities that will be undertaken to fulfill the goals.
5. The products (if any) that will be completed by the student for the benefit of the hosting unit during the internship.
6. The beginning and end dates of the internship.

Examples of Each Section of the Internship Contract

The purpose of the internship - this section provides a written description of the overall nature

(the broad purpose) of the internship experience. The purpose section provides a declarative statement of one sentence to a short paragraph, which summarizes the nature, and goals of the internship. It announces the purpose, scope, and direction of the intended experience.

- Example of a purpose statement would be as follows:
 - ✓ The internship will provide the experience of working with student/parent orientation, Rock Camp Adventure, and Rock Camp extended orientation.
 - ✓ The purpose of this internship is to learn about and gain experience in the recruitment of international graduate students.

The goals to be accomplished - the key 5-7 things you want to achieve in the ways of developing new skills, knowledge, and competencies.

- Key goals for the internship may be stated such as:
 - ✓ To develop skill in program development and evaluation
 - ✓ To understand the overall operations of the Admissions Office
 - ✓ To learn to interact with students from diverse backgrounds
 - ✓ To gain experience in making a professional presentation

The key responsibilities - this section of the contract should list the primary job-related duties and responsibilities that you, as an intern, will have during the internship.

The specific activities - list and explain the principal activities that will be undertaken to fulfill the internship goals.

- Examples of activities include:

- ✓ Participating in staff meetings.
- ✓ Reviewing unit policies and procedures.
- ✓ Planning a presentation.
- ✓ Assignment to a specific project.
- ✓ Reviewing and analyzing unit data.
- ✓ Attending and participating in various workshops.
- ✓ Planning particular events.

The products - this section describe the products (if any) that will be completed and/or developed by you for the benefit of the hosting unit during the internship. Any end-product(s) needs to be jointly determined by the on-site professional supervisor and the student.

- The product is any tangible outcome of the learning experience and might consist of any of the following:
 - ✓ Completing a special project.
 - ✓ Producing a unit report.
 - ✓ Developing a video.
 - ✓ Drafting a training manual,
 - ✓ Creating new unit policies or procedures.
 - ✓ Other products that will benefit the hosting unit.

The internship dates - list the beginning and end dates of the internship.

Signatures – this section of the contract includes the signatures of the student, internship site supervisor, faculty internship advisor and dates.

Please see **Appendix A** of this document or https://hied.uark.edu/_resources/pdf/m_ed-internship-contract-0815.pdf for a copy of the contract document.

General Guidelines for Internships

All students in the Higher Education Master's program must complete HIED 5643 *Reflective Practice in Student Affairs* (may be taken multiple times). Internship may not be undertaken in an administrative unit in which the student has been previously employed or served at least a semester as a graduate assistant, although, it can be done in the same institution. Internships are intended to provide new or added experiences for the student. Internships may be arranged at other institutions and through professional associations.

Students may participate in internship any semester, including summer. Internship hours typically are spread across the entire semester or summer; however, other time arrangements may be proposed. Internships may be completed at institutions other than the University of Arkansas (and are encouraged). Keep in mind that more lead time may be needed to plan and secure approval for an internship at a site other than the University of Arkansas. Most internship experiences will involve three (3) hours of academic credit. Students must complete a minimum of 40 hours for each hour of credit received. As a result, a typical three (3)

hour internship requires the student to gain 120 hours of experience. Each student is expected to maintain a detailed time log documenting time spent on the internship. It does not include time spent arranging the internship or traveling to/from locations.

Before engaging in the internship, and in conjunction with the faculty internship advisor and professional site supervisor, students must complete the "Internship Contract." All parties to the internship should receive a fully signed copy of the contract.

All interns are required to maintain a daily time/activity log and reflective journal of the on-the-job experience. The daily time/activity log is a chronology of the time spent and what the student did each day per week. This log should also contain a cumulative internship hour total. The reflective journal is more than a chronology of time spent and the activities. The journal should be reflective and analytical, pointing out new learning experiences, observations, and insights. The "Daily Time/Activity Log" and "Reflective Journal" will be part of the portfolio developed by the student during the course of the internship. See the course syllabus/faculty on record for details specific to the semester in which you are interning.

Instructor Evaluation of Internship

Upon the completion of the internship, the faculty internship advisor will evaluate your work and a letter grade will be awarded based on the following criteria and any additional details as outlined by your syllabus:

1. Completion of the required 120 hours and documented in an "Internship Time Log" which, will be submitted on a routine basis as directed by the faculty internship advisor.
2. Submission of the two electronic evaluation documents (Links to online evaluation surveys available on the UARK HIED MEd webpage at <https://hied.uark.edu/m-ed/forms.php>)
 - a. HIED MEd Reflective Practice Site Supervisor Evaluation
 - b. HIED MEd Reflective Practice Student Self Evaluation
3. Submission of an electronic portfolio documenting all materials developed during the internship. This portfolio should include all documents as outlined by your course syllabus, including a culminating reflective paper summarizing the experience, what was learned, and how this internship contributes to your personal and career goals.
4. An exit interview with the professional site supervisor and faculty internship advisor.

Professional Conduct Expectations

Students embarking upon a professional internship should strive to accomplish the following in whatever unit the internship occurs:

1. Participate as fully as possible as a member of the unit's professional staff.
2. Study the unit and the institution. Review its publications, websites, and reports. Learn and try to understand its organizational structure, norms, climate, and operating procedures.
3. Be cooperative and as helpful as possible. Work as a team member, supporting the activities and tasks undertaken by the unit.
4. Be a critical observer of all that goes on. At the same time, be discrete in comments, judicious in relationships, and careful in observing lines and limits of authority within the unit.
5. Complete work assignments promptly and on time.
6. Conduct yourself as a professional at all times and treat all members of the unit with dignity and respect.

Revised: April 2021

Appendix A

INTERNSHIP CONTRACT

Also available on the UARK HIED MEd page under the
“Forms for Current Students” link

[https://hied.uark.edu/resources/pdf/m_ed-
internship-contract-0815.pdf](https://hied.uark.edu/resources/pdf/m_ed-internship-contract-0815.pdf)



UNIVERSITY OF ARKANSAS

HIGHER EDUCATION PROGRAM

Internship Contract for HIED Reflective Practice in Student Affairs

Student Name: _____

Date: _____ Student ID#: _____

Semester: Fall Spring Summer Year: _____

Student Phone Number: _____ Student Email: _____

Internship Site Information

On-Site Supervisor Name: _____

Supervisor's Title: _____

Supervisor's E-Mail: _____

Supervisor's Department Name: _____

Supervisor's University Mailing Address: _____

Supervisor's Campus Phone: _____

Purpose (Describe the overall nature of the internship):

Goals (list and describe what you want to accomplish, including skills you would like to develop):

Responsibilities (List and describe your specific responsibilities):

Activities (list and describe the activities you will engage to accomplish to your goals):

Products (list and describe if any products will be produced by the student and provided to the unit hosting unit such as a training manual, reports, research, etc.):

Internship Dates (Inclusive dates of the internship)

Start Date: _____ End Date: _____

Upon the completion of the internship, your work will be evaluated based on the following criteria: (1) completion of the required 120 hours; (2) submission of your portfolio documenting all materials developed during the internship; (3) exit interview with the professional site supervisor and faculty internship advisor, supervisor evaluation, student self-evaluation. (See *Internship Guidelines* for the required contents for your portfolio.)

Approvals:

| | |
|---------|------|
| Student | Date |
|---------|------|

| | |
|-----------------------|------|
| Internship Supervisor | Date |
|-----------------------|------|

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| Faculty Internship Advisor/Instructor | Date |
|---------------------------------------|------|