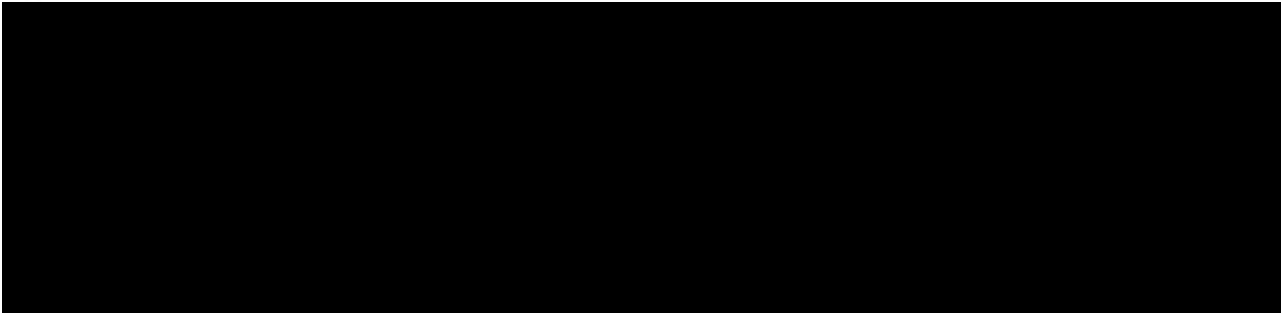




UNIVERSITY OF ARKANSAS

HIGHER EDUCATION MASTER'S PROGRAM

Internship Contract for HIED 5643 Reflective Practice in Student Affairs



Internship Site Information

On-Site Supervisor Name: Lori Lander

Supervisor's Title: Assistant Vice Chancellor for Campus Life / Associate Dean of Students

Supervisor's E-Mail: llander@uark.edu

Supervisor's Department Name: Division of Student Affairs

Supervisor's University Mailing Address: _____

Supervisor's Campus Phone: 479-575-5004

Purpose (Describe the overall nature of the internship):

This internship will allow me to gain an understanding of the Division of Student Affairs as well as how the programs implemented by the office assist in accomplishing their overall goals.

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

- To understand how the Division of Student Affairs operates.
- Assist in the development of DSA initiatives and programs.
- Meet with each CORE professional and gain an understanding of their roles in the Division of Student Affairs and how it impacts division's efforts.
- Gain insight into each person's journey through student affairs.
- Better understand the impact the Division of Student Affairs has on the offices that fall within it.

Responsibilities (List and describe your specific responsibilities):

- Plan the 10 in 2 series for HIED graduate students and assistants within the Division of Student Affairs to align with NASPA competencies.
- Benchmark other Division of Student Affairs offices at SEC campuses as well as comparable institutions.
- Meet with the professional CORE staff to learn about their role and how they interact with the DSA.
- Assist with Graduate Assistantship Interview Day.

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

- Reserve space for 10 in 2 series
- Choose competencies to focus on for each programs and coordinate speaker as well as activities.
- Research different institutions in the SEC and across the country to learn how different institutions implement efforts and achieved their goals.
- Set up one on one meetings with each staff member in the Division of Student Affairs to learn more about their journey and role in the division.
- Develop a website to house different internship opportunities within the Division of Student Affairs
- Gather contact information for different internship supervisors.
- Create sample contracts for internships to assist students in defining their goals and responsibilities.

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 website
 - 10 in 2 Series Programs
- GIA videos*

Internship Dates (inclusive dates of the internship)

Start Date: 01/14/2019 End Date: 05/03/2019

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

11/6/2018

Date



Internship Supervisor

12.11.18

Date



Faculty Internship Advisor

1/18/19

Date

Revised: August 11, 2015