



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: Adrain Smith

Supervisor's Title: Director of Leadership & Diversity Initiatives

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

Supervisor's Department Name: Center for Multicultural and Diversity Education

Supervisor's University Mailing Address: ARKU Rm. 404

Supervisor's Campus Phone: 479-575-8405

Purpose (Describe the overall nature of the internship):

This internship will be an opportunity for intern to assist in the development and transition of the LBGTQAI Mentorship programs and initiatives to the Multicultural Center.

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

Goals/Responsibilities

1. Review and update of Program Mentorship Manual
2. Review and make recommendations of of improvement based on program assessment data
3. Update recruitment and matching of mentors and mentee in the program
4. Assist in the development of programs and programmatic calendar of the year
5. Co-Advise summer intern assigned to this area

Competency Development

1. Strategic Planning
2. Assessment
3. Advising
4. Social Justice and Inclusive

Responsibilities (List and describe your specific responsibilities):

Goals/Responsibilities

1. Review and update of Program Mentorship Manual
2. Review and make recommendations of of improvement based on program assessment data
3. Update recruitment and matching of mentors and mentee in the program
4. Assist in the development of programs and programmatic calendar of the year
5. Co-Advise summer intern assigned to this area

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

Benchmarking and Research
Implementation of High Impact Practices for Program Development utilizing the ADDIE Model
Creating a Workflow
Marketing Strategy
Evaluation/Feedback

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.):

Training Manual
Benchmark Report
Newsletter Template

Internship Dates (Inclusive dates of the internship)

Start Date: June 4, 2018 End Date: August 2, 2018

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

5/15/18

Internship Supervisor

Date

Faculty Internship Advisor

Date

Revised: August 11, 2015