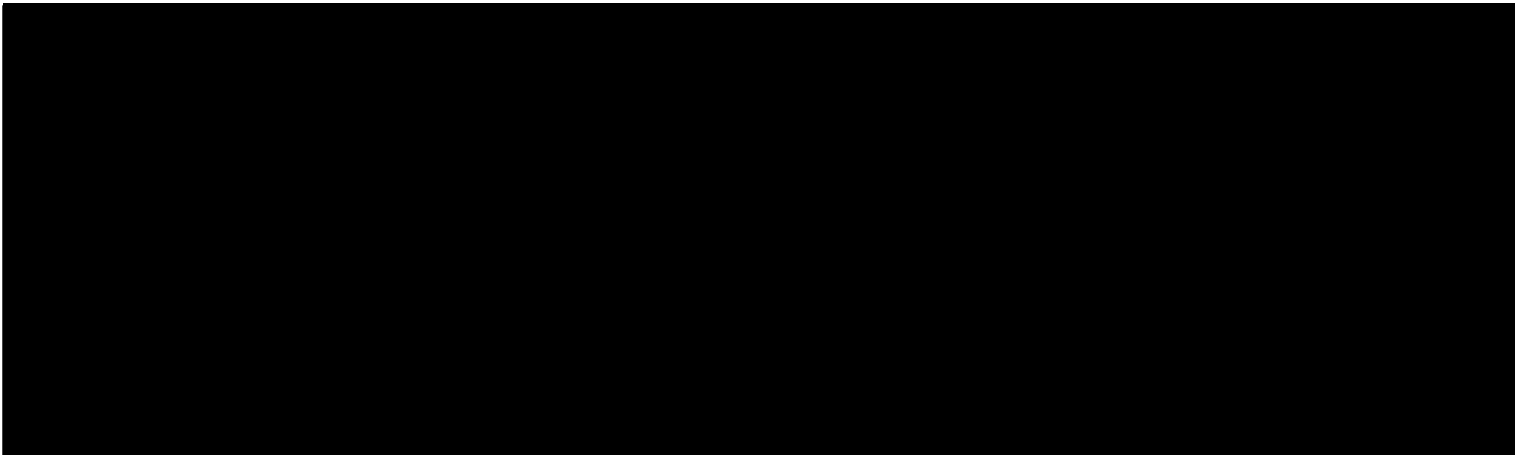




# UNIVERSITY OF ARKANSAS

## HIGHER EDUCATION MASTER'S PROGRAM

### Internship Contract for HIED 5643 Reflective Practice in Student Affairs



#### Internship Site Information

On-Site Supervisor Name: Amber Widdowson

Supervisor's Title: Assistant Director of Student Activities

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

Supervisor's Department Name: Office of Student Activities - RSO's

Supervisor's University Mailing Address: 435 N. Garland Ave. Fayetteville, AR 72701

Supervisor's Campus Phone: 479-575-5255

**Purpose** (Describe the overall nature of the internship):

To learn tasks associated with RSO management, to execute large-scale events as a professional staff member, to assess large-scale events and current RSO practices.

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

- 1) Execute large scale events as a professional staff
- 2) Learn the ins and outs of OFA and RSO funding
- 3) Trademark & Licensing process
- 4) Easily maneuver through hysync and help RSO's move through re-registration easily
- 5) Coordinate volunteers for large scale events efficiently

**Responsibilities** (List and describe your specific responsibilities):

- 1) coordinate volunteers for Razorbash + HillFest.
- 2) assist with RSO re-registration process
- 3) assist with retreat preparation for SOOIE (12 student Exec Board)
- 4) Preparation and execution of Razorbash + HillFest

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

- 1) Utilizing Hogsync - RSO management platform
- 2) Utilize GivePulse to coordinate volunteer sign-up.
- 3) 1:1 meetings with AID for RSOs.

**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.):

- 1) Student Contract
  - 2) Retreat materials
  - 3) 1:1 agendas
- AM

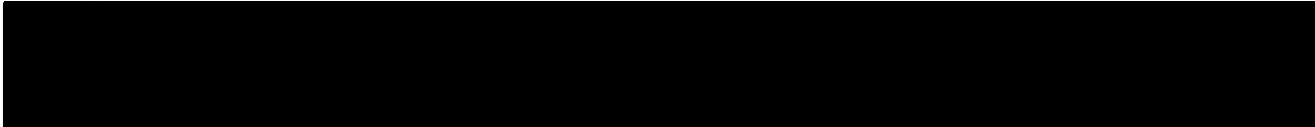
**Internship Dates** (Inclusive dates of the internship)

Start Date: 6/4/18

End Date: 8/31/18

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:



A handwritten signature in blue ink, appearing to be 'D.H.', written over a horizontal line.

Internship Supervisor

A handwritten date '5/31/18' in blue ink, written over a horizontal line.

Date

\_\_\_\_\_  
Faculty Internship Advisor

\_\_\_\_\_  
Date

Revised: August 11, 2015