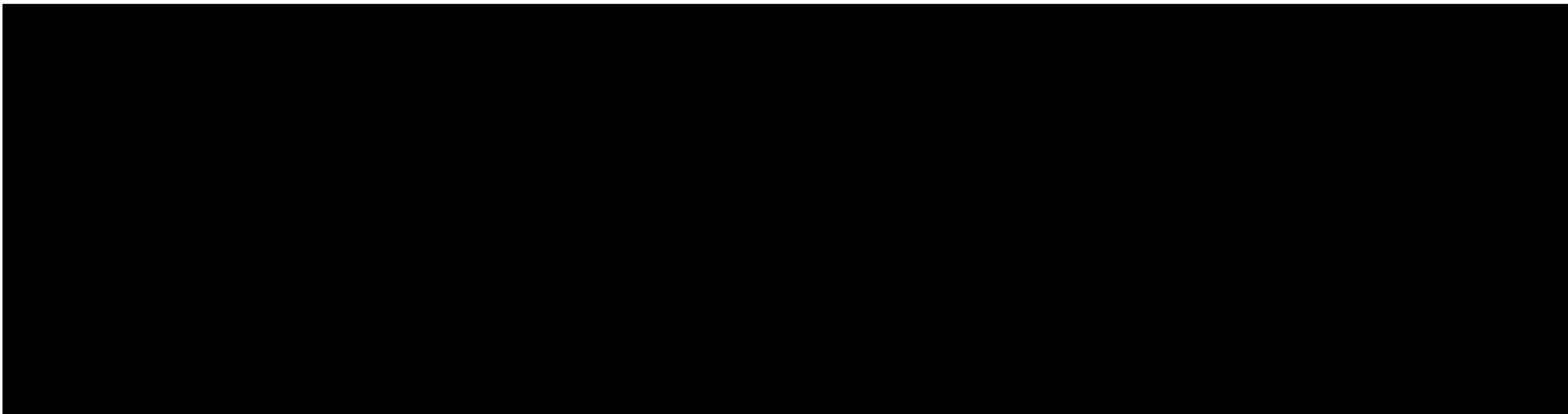




UNIVERSITY OF ARKANSAS

HIGHER EDUCATION MASTER'S PROGRAM

Internship Contract for HIED 5643 Reflective Practice in Student Affairs



Internship Site Information

On-Site Supervisor Name: Taylor Fisher

Supervisor's Title: Academic counselor

Supervisor's E-Mail: tf004@uark.edu

Supervisor's Department Name: Office of Student-Athlete Success

Supervisor's University Mailing Address: Jerry & Gene Jones family Student-Athlete Success Center
1229 S. Meadow St, Fayetteville, AR 72701

Supervisor's Campus Phone: 479-200-6757

Purpose (Describe the overall nature of the internship):

Through this internship, Brooke will gain valuable experience working in the office of Student-Athlete Success. The internship will provide hands-on experience working with student-athletes one-on-one and ultimately expose Brooke to Athletic Academic professions.

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

1. Learn at least one new skill.
2. Make at least three professional connections.
3. Develop better organization skills.
4. Efficiently and effectively work Grades First.
5. Develop long lasting relationships with all my student athletes. (will be done during my one-on-one meetings)
6. Communicating to faculty, students, and coaches with poise.

Responsibilities (List and describe your specific responsibilities):

- Pull and update grade, tutor and study hall reports for teams
- meet one-on-one with student-athletes to monitor academics
- schedule tutor sessions
- Class check student-athletes
- Update degree progress forms for student-athletes
- create practice conflict documents for coaches
- Help incoming freshmen with class schedules, books, registering for classes and getting acclimated.
- create travel schedules for each team

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

- meeting one-on-one with student-athletes
- learning how to run reports
- learning how to track degree progress
- Helping student-athletes enroll in classes
- Creating class and travel schedules

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.):

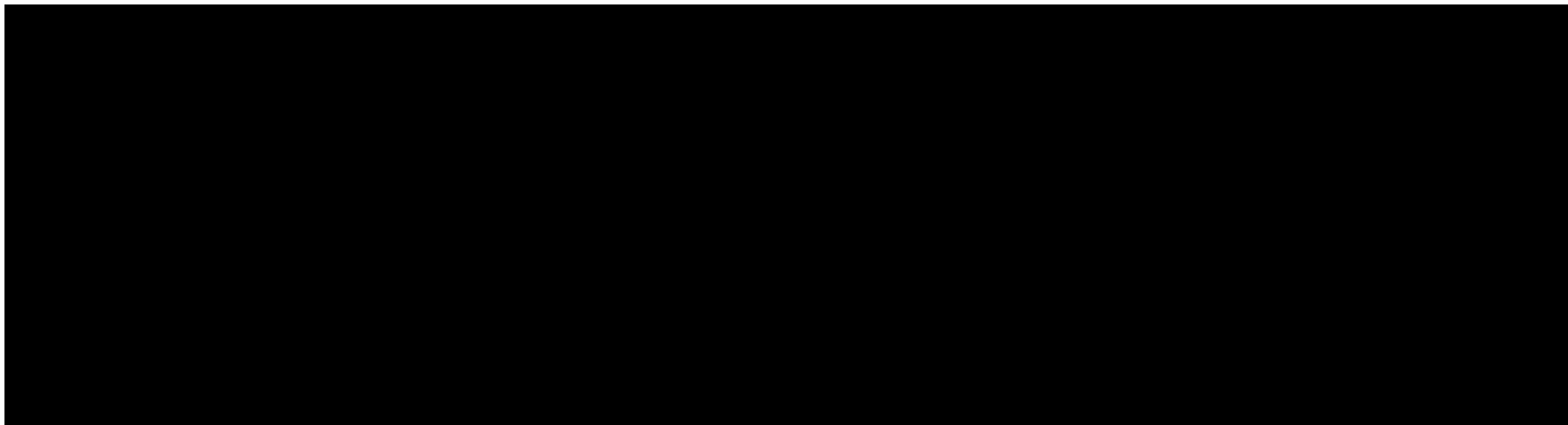
- Practice conflict documents
- Travel schedules
- Tutor, grade and study hall reports

Internship Dates (Inclusive dates of the internship)

Start Date: 5/29/18

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.)



Faculty Internship Advisor

Date

Revised: August 11, 2015