



SAINT LOUIS UNIVERSITY

Higher Education Administration Internship Handbook

A. Value of Internships in Higher Education Administration

Internships in Higher Education Administration provide students with a unique opportunity to gain practical experience, training, and skill development in administrative areas of interest while enrolled in a Higher Education Administration degree program at Saint Louis University. Internships give students valuable experience and insight into various career paths in Higher Education Administration and help them determine long-term career paths. Other potential benefits of internships include providing students with opportunities to strengthen their resumes, work in teams, and learn firsthand the organizational structure and inner workings of institutions of higher education.

B. Types of Internships in Higher Education Administration

Three types of internships are available for credit in Higher Education Administration: 1) Higher Education Administration, 2) Student Personnel Administration, and 3) College Teaching. Numerous sites are available for these types of internships in area universities and community colleges. The Higher Education Administration Internship Coordinator can provide details about various internship sites from which to choose.

C. Requirements of Internships in Higher Education Administration

Internships in Higher Education Administration are required for the Masters in Student Personnel Administration degree and are an elective for the doctorate in Higher Education Administration. Students completing an internship for credit must register for 1-3 credit hours of an EDH internship course. They are required to spend at least 10 hours per week at the internship site or on the assigned internship project. Students are expected to log at least 150 internship hours at the site for the semester they are completing the internship. Students may register for more than one internship throughout the course of their program; however, they may complete only one internship per semester.

RESPONSIBILITIES OF STUDENT INTERNS

Student interns are expected to conduct themselves as professionals during their internship experience. During the internship, they will be considered as part of the team and are expected to behave and dress professionally. Students should expect to participate in professional responsibilities, meetings, and take on special projects when requested to do so. Ideally, they should work with staff and the supervisor on various

department tasks and duties. Student interns should take the work seriously, meeting deadlines and reporting to the supervisor.

STEPS FOR SETTING UP AN INTERNSHIP EXPERIENCE

Students must complete the following steps to set up their internship experience:

Step 1: Obtain approval from the Higher Education Administration Internship Coordinator to complete an internship experience.

Step 2: Register for one of the three Internship courses for Higher Education Administration. The student may register for one of the following internship experiences:

- A. 570-01 Internship: Higher Education Administration
- B. 571-01 Internship: Student Personnel Administration
- C. 572-01 Internship: College Teaching

Step 3: Contact the Higher Education Administration Internship Coordinator to discuss internship preferences and learning objectives. Students are encouraged to locate and arrange their own internship experiences; however, the Internship Coordinator will assist students in locating internship sites, and the selected site must be pre-approved by the Internship Coordinator prior to the initial contact with the site or potential supervisor.

Step 4: Once the site has agreed to host the student intern and a site supervisor has been identified, contact the supervisor directly to set up an initial meeting to discuss the internship.

Step 5: Complete the **Learning Objectives Form** (Appendix A)

Step 6: Bring the **Learning Objectives Form** and the **Internship Agreement Form** (Appendix B) to the initial meeting and mutually agree on the schedule, learning objectives and any special projects the student intern will complete during the internship. This agreement form must be signed by both the student and the site supervisor.

Step 7: Return the original Learning Objectives Form and Internship Agreement Form to the Higher Education Administration Internship Coordinator, provide a copy to the site supervisor and keep a copy for your records.

Step 8: Complete the internship.

Step 9: When the internship has been completed, fill out the **Student Intern Self Evaluation** (Appendix C) and the **Evaluation of the Internship** (Appendix D) and return to the Higher Education Administration Internship Coordinator.

Step 10: Provide the **Supervisor Evaluation of Student Intern** (Appendix E) to the site supervisor. The supervisor should fill it out and discuss the evaluation with the intern. The supervisor should then electronically or

manually send the evaluation to the Higher Education Administration Internship Coordinator.

Step 11: Provide internship progress reports to the Higher Education Administration Internship Coordinator throughout the semester as requested by the Coordinator.

Step 12: Complete and submit additional assignments required by the Higher Education Administration Internship Coordinator

ASSESSMENT OF INTERNSHIP EXPERIENCE

In order to assess the internship experience, all forms must be provided to the Higher Education Administration Internship Coordinator. Student interns will receive a letter grade from the Internship Coordinator for the internship based on the student and supervisor evaluations and additional input from the site supervisor.

LIST OF APPENDICES

Appendix A: Internship Learning Objectives Form (Sample)

Appendix B: Internship Agreement Form (Sample)

Appendix C: Student Intern Self Evaluation Form (Sample)

Appendix D: Evaluation of Internship Form (Sample)

Appendix E: Supervisor Evaluation of Student Performance Form (Sample)



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Form A

SAINT LOUIS UNIVERSITY
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INTERNSHIP LEARNING OBJECTIVES

Student Name: _____

Internship Site: _____

Internship Supervisor: _____

Please identify two learning objectives from each category below:

ACADEMIC OBJECTIVES:

1. _____

2. _____

PERSONAL OBJECTIVES:

1. _____

2. _____

CAREER-RELATED OBJECTIVES:

1. _____

2. _____



**SAINT LOUIS UNIVERSITY
HIGHER EDUCATION ADMINISTRATION**

INTERNSHIP AGREEMENT FORM

EMPLOYER

STUDENT

Internship Site: _____
Supervisor's Name: _____
Supervisor's Title: _____
Dept. Address: _____

Supervisor's Phone: _____
Supervisor's Email: _____

Student Intern: _____
Student Address: _____

Student Phone: _____
Student Email: _____
Faculty Advisor: _____
Advisor's Phone: _____

A. CONDITIONS OF INTERNSHIP

1. The internship will be _____ weeks in duration with an average of _____ hours per week.
2. The internship will begin on _____ (day/month/year) and will end on or about _____ (day/month/year).
3. The student will intern at the site on the following days and times (please note your schedule):

4. The student intern and site supervisor will decide on work assignments and projects that meet the following student's learning objectives:
(Decide on three main learning objectives from the Learning Objectives Form.)
A. _____
B. _____
C. _____

B. RESPONSIBILITIES OF STUDENT INTERN

1. The student intern is to be present at the internship site on the days and times specified above.
2. If the student intern is ill or for other reasons cannot be present at the site, he or she should inform the site supervisor of the absence as soon as possible.
3. The student intern is expected to behave and dress professionally.
4. The student intern is expected to complete work assignments and projects in a professional and timely fashion.

C. RESPONSIBILITIES OF THE SITE SUPERVISOR

1. The site supervisor should provide adequate training or informal assistance when necessary.
2. The site supervisor should provide adequate feedback on the student intern's performance.
3. The site supervisor is should help the student intern gain professional skills and knowledge.

The Student Intern and Site Supervisor agree to the above conditions and responsibilities of the Internship.

Signature of Student Intern: _____

Date: _____

Signature of Site Supervisor: _____

Date: _____

Return form to:

Dr. Karen Myers
Saint Louis University
3500 Lindell Boulevard
Fitzgerald Hall
St. Louis, MO 63103
kmyers11@slu.edu

Office use only: Reviewed: / /



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Form C

SAINT LOUIS UNIVERSITY
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STUDENT INTERN SELF-EVALUATION

Student Name: _____ Dates of Internship: _____
Student Phone: _____ Internship Site: _____
Student Email: _____ Supervisor Name: _____

Please take a few minutes to evaluate your performance at the internship site. Please evaluate yourself in comparison to other student interns/employees.

PART ONE: PERFORMANCE REVIEW

Please rate your performance by checking the box that corresponds with your assessment of your performance in the current internship.

Rating Scale:

Excellent = 5	Performance significantly above proficiency level
Above Average = 4	Performance above proficiency level
Average = 3	Proficient performance
Improvement Needed = 2	Performance below proficiency level
Unsatisfactory = 1	Performance requires considerable improvement
Not Applicable = NA	Not applicable in this internship experience

WORK RELATED PERFORMANCE

	5	4	3	2	1	NA
1. Work attitude	<input type="checkbox"/>					
2. Academic preparation	<input type="checkbox"/>					
3. Problem-solving ability	<input type="checkbox"/>					

- | | | | | | | |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 4. Adaptability | <input type="checkbox"/> |
| 5. Overall attendance | <input type="checkbox"/> |
| 6. Progress towards learning goals | <input type="checkbox"/> |

ORGANIZATIONAL SKILLS

- | | | | | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Time management skills | <input type="checkbox"/> |
| 8. Planning skills | <input type="checkbox"/> |

RELATIONSHIPS WITH OTHERS

- | | | | | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 9. Willingness to cooperate | <input type="checkbox"/> |
| 10. Ability to work with supervisor | <input type="checkbox"/> |
| 11. Accepts constructive comments | <input type="checkbox"/> |
| 12. Ability to take direction | <input type="checkbox"/> |

COMMUNICATIONS SKILLS

- | | | | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 13. Oral communication skills | <input type="checkbox"/> |
| 14. Written communication skills | <input type="checkbox"/> |
| 15. Listening skills | <input type="checkbox"/> |
| OVERALL RATING | <input type="checkbox"/> |

PART TWO: ACCOMPLISHMENTS

Please provide the following information about your internship experience. If additional space is needed, please attach an additional page to this evaluation.

1) Identify the most important learning goals you had set for yourself when beginning the internship.

2) How well do you feel you accomplished these goals in this internship?

3) List the activities that allowed you to accomplish your goals.

4) Identify any specific knowledge or skills gained during this internship that have enhanced your professional development.

5) Describe any noteworthy accomplishments you achieved during this internship.

Student Signature: _____

Date: ____/____/____

Return form to: Dr. Karen Myers
Saint Louis University
3500 Lindell Boulevard
Fitzgerald Hall
St. Louis, MO 63103
kmyers11@slu.edu

Office use only: Reviewed: / /



SAINT LOUIS UNIVERSITY
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STUDENT EVALUATION OF INTERNSHIP

Student Name: _____ Dates of Internship: _____
Student Phone: _____ Internship Site: _____
Student Email: _____ Supervisor Name: _____

Please take a few minutes to evaluate your internship experience. This evaluation will not be shared with your site supervisor. The purpose of this evaluation is to assist in the coordination of future Higher Education Administration internships. If additional space is needed, please attach an additional page to this evaluation

1) How would you rate this internship experience in terms of helping you gain professional skills and knowledge?

Excellent Very Good Good Requires Improvement

2) How well did the work assignments/projects meet your learning goals?

3) Did your supervisor provide adequate training or informal assistance?

4) Did your supervisor provide adequate feedback on your performance?

5) Did your co-workers help you get acclimated to the site?

6) Did your co-workers display a willingness to work with you?

7) List any positive aspects of interning at this site.

8) List any negative aspects of interning at this site.

9) Would you recommend this internship site to another student?

Yes No

-Why or why not?

10) Overall, my internship experience was:

Extremely Valuable Very Valuable Valuable
 Not Very Valuable Of No Value

Student Signature: _____

Date: ___/___/___

Please Return form to: Dr. Karen Myers
Saint Louis University
3500 Lindell Boulevard
Fitzgerald Hall
St. Louis, MO 63103
kmyers11@slu.edu

Office use only: Reviewed: ___/___/___



**SAINT LOUIS UNIVERSITY
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**SUPERVISOR EVALUATION OF
STUDENT PERFORMANCE**

Student Name: _____ Dates of Internship: _____
 Student Phone: _____ Internship Site: _____
 Student Email: _____ Supervisor Name: _____

Please take a few minutes to evaluate the student intern's performance at your site. Once completed, please review your assessment with the student intern. . The intern should be evaluated in comparison to other student interns/employees.

PART ONE: PERFORMANCE REVIEW

Please rate the student intern's performance by checking the box that corresponds with your assessment of the student intern's performance.

Rating Scale:	
Excellent =5	Performance significantly above proficiency level
Above Average = 4	Performance above proficiency level
Average = 3	Proficient performance
Improvement Needed = 2	Performance below proficiency level
Unsatisfactory = 1	Performance requires considerable improvement
Not Applicable =NA	Not applicable in this internship experience

WORK RELATED PERFORMANCE

	5	4	3	2	1	NA
1. Work attitude	<input type="checkbox"/>					
2. Academic preparation	<input type="checkbox"/>					
3. Problem-solving ability	<input type="checkbox"/>					

- | | | | | | | |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 4. Adaptability | <input type="checkbox"/> |
| 5. Overall attendance | <input type="checkbox"/> |
| 6. Progress towards learning goals | <input type="checkbox"/> |

ORGANIZATIONAL SKILLS

- | | 5 | 4 | 3 | 2 | 1 | NA |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 7. Time management skills | <input type="checkbox"/> |
| 8. Planning skills | <input type="checkbox"/> |

RELATIONSHIPS WITH OTHERS

- | | | | | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 9. Willingness to cooperate | <input type="checkbox"/> |
| 10. Ability to work with supervisor | <input type="checkbox"/> |
| 11. Accepts constructive comments | <input type="checkbox"/> |
| 12. Ability to take direction | <input type="checkbox"/> |

COMMUNICATIONS SKILLS

- | | | | | | | |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 13. Oral communication skills | <input type="checkbox"/> |
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| 15. Listening skills | <input type="checkbox"/> |
| OVERALL RATING | <input type="checkbox"/> |

