

COURSE SYLLABUS

SOUTHEAST MISSOURI STATE UNIVERSITY

Department of Educational Administration and Counseling

Course NO: EA-629

New: 2002

Title of Course: Internship In Higher Education



THE ADMINISTRATOR AS COMPETENT PROFESSIONAL EDUCATOR

I. Catalog Description and Credit Hours of Course:

The intent of this course is to integrate professional practice, theory, and ethical standards within a supervised higher education administration setting. (3)

II. Prerequisite(s):

Students must have been admitted to the program.

III. Purposes or Objectives of the Course:

- A. Develop a supervised professional internship that includes both observing and working directly with professional staff and college students.
- B. Provide supervised professional experiences that will help to develop and enhance competencies that are compatible with the academic and professional goals of the intern.
- C. Provide experiences that will clarify and broaden alternatives to meet the stated career goals of the intern.
- D. Integrate theoretical knowledge with professional practice
- E. Provide opportunities for the establishment of professional networking relationships.
- F. Demonstrate an understanding of the connection between professional practice and the ethical standards of the profession.

IV. Expectations of Students:

- A. Students will be expected to spend at least 133 hours (for 3 academic credits) at the internship site engaged in professional activities negotiated by the site supervisor and the intern.
- B. Students will be expected to perform all projects in a responsible and professional manner.
- C. Students will be able to reflect on their own skills and professional practices and the theories that support them.
- D. Students will develop an awareness of personal strengths and areas in need of enhancement.

V. Course Content or Outline:

Class Hours

- A. The student will attend an orientation session for all interns and supervisors at the beginning of the semester. 1
- B. The student will attend a mid-term conference with the program coordinator and intern supervisor. 1
- C. Internships are with professionals in a postsecondary setting who provide 15 hours of primary supervision. The internship will include observations of and participation in the duties of the supervisor and projects and special programs that can be completed within the duration of a semester are highly encouraged. 15
- D. The student will complete 133 hours of internship. The projects, programs, and assignments will be negotiated between the intern and the site supervisor. 133

Total Hours 150

VI. Textbooks:

None required.

VII. Basis for Student Evaluations:

The weight of evaluation criteria may vary at the discretion of the instructor and will be indicated at the beginning of each class.

- A. Written internship objectives developed collaboratively with the intern and supervisor.
- B. Personal journal and work log.
- C. Conferences of the student, supervisor, and program coordinator.
- D. Certification of completion of 150 hours of supervised internship by the supervisor.
- E. End-of-internship report that describes and assesses the meeting of objectives and the nature of the performance of the supervisor.
- F. Level and quality of the performance of the intern as determined by the internship supervisor.

VIII. Knowledge Base References:

Amey, M.J., & Reesor, L.M. (Eds.). (1998). *Beginning your journey: A guide for new professionals in student affairs*. Washington, DC: National Association of Student Personnel Administrators.

Cooper, D.L., Saunders, S.A., Winston, R.B., Jr., Hirt, J.B., Creamer, D.G., & Janosik, S.M. (2002). *Learning through supervised practice in student affairs*. New York: Brunner-Routledge.

Komives, S.R., Woodard, D.B., Jr., & Associates. (1996). *Student services: A handbook for the profession* (3rd ed.). San Francisco: Jossey-Bass.

Rentz, A. L., & Associates. (1996). *Student affairs practice in higher education*. Springfield, IL: Thomas.

Whitt, E. J. (Ed.). (1997). *College student affairs administration*. Needham Heights, MA: Simon and Schuster.

DEPARTMENTAL APPROVAL DATE: 9/17/02

COLLEGE COUNCIL APPROVAL DATE: 10/17/02