INTERNERSHIP SYLLABUS
FOR COLLEGE STUDENT PERSONNEL SERVICES
(PART 1)

Higher Education & Policy Studies Program

EDH 6946

3 Credit Hours
This information serves as a template for the syllabus of this class. Each instructor will change it according to his/her professional opinion, if necessary.
Instructor
TBA

Seminar meeting times
Dates and Times: TBA

Office hours
Dates and Times: TBA

Course Instruction
The internship provides an opportunity for practical experience in student affairs or other functional areas. The experience is meant to help you gain an understanding of the functions of an office, staff member responsibilities, or other functions typical of student affairs professionals while you develop and evaluate your professional skills. Thus this experience will provide you with the opportunity to engage in the reflective practitioner process as you are immersed in the field and gain experience.

Required Texts
TBA
**Course Objectives**
The objective is to provide the student an opportunity to participate in services that are part of a student personnel program. Students will discuss their experiences during the seminars.

*Specific objectives of the course include:*

a. Gain practical experience in an area of student affairs  
b. Engage in self-assessment by reflecting on aspects of the internship experience  
c. Become familiar with professional associations and literature affiliated with the services assigned, and  
d. Become socialized into the profession of student personnel administration.

**Evaluation**
The types of evaluation for this course include one by the on-site supervisor, and another evaluation by the course instructor of required reports and participation in the seminars.

Evaluation criteria for internship:

*On-site supervisor evaluations*

Mid-semestert and final evaluations from on-site supervisor provided in the “Higher Education Internship Manual” will be used for your on-site experience evaluation. It is your responsibility to ensure that your on-site supervisor has two copies of this form to complete your mid-term and final evaluations. The **deadline** for submitting these forms to your seminar instructor are _______ and _______.

(Forms are available in Higher Education Internship Part 3)
Seminar participation and written reports evaluations

The following is a list of written reports, assignments, and/or projects required of each student in the course as part of your seminar work evaluation. The deadlines for these are indicated below with each assignment description.

1. Internship Assignment Approval Form and Contractual Agreement
   (Forms available in Higher Education Internship Part 3)- forms should be turned completed by the first week of the semester.

2. Goals and Objectives
   (Forms available in Higher Education Internship Part 3)- each student will complete internship goals and objectives that will guide their internship experience. This document should be prepared in consultation with your on-site supervisor. Due to instructor via email by ________.

3. On-site evaluations- mid-semester and final evaluations provided in the “Higher Education Internship Manual” will be used for your on-site experience evaluation. It is your responsibility to ensure that you complete the mid-term and final evaluations on time. The deadlines for submitting these forms to your instructor are ________ and ________.

4. Final Paper and Time Log- a typewritten report to include a summary of activities or a special project completed during the internship. Be certain to include your self-assessment of strengths and weaknesses, as well as suggestions for improvement of the next internship site in the area. For this report you should use as context, the goals and objectives you developed with your on-site internship coordinator, and if appropriate you may include them in this report and indicate how you met your goals and objectives. Due to instructor during finals week, no later than ________.
Reasonable accommodation policy

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate the educational experience.

Student Code

Make sure that you understand that the Student Code is applicable at the graduate level. Issues of academic integrity and honor must guide your studies. For a copy of the Code please see the UCF web page.

Grades

Course grades will be derived as follows:
On-site experience: 60 Points
Seminar participation, written reports: 40 Points

Class material is subject to change depending upon the availability of guest speakers and time spent on certain topics and needs of class members. Changes may occur to the current syllabus and will therefore be announced in class and are binding to everyone whether you are in class or not.
### Course Schedule

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<thead>
<tr>
<th>Session</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Course introduction and overview</td>
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<tr>
<td>2</td>
<td>TBA</td>
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