HIGHER EDUCATION ADMINISTRATION

INTERNSHIP Q&A

1. **What is the purpose of the internship class?**

*The purpose of an internship is to provide you with on-site work experience in an area of college and university administration. The internship should allow you to gain new knowledge and apply program coursework to a work setting relevant to your academic and professional goals. The experience can also be helpful to the goal of gaining a new position, advancing in a career, or as professional development at your current work site.*

1. **When can I register for the internship class and do my internship?**

*The internship is an exit requirement for the program. You may enroll for the class as one of your last nine hours, but no sooner.*

1. **What if I work full-time and cannot take time off to do the internship?**

*Ideally, you would do some of the work within the office where your internship is located. If you do not currently work in a higher education setting, you should make every effort to spend a significant amount of time at the site. However, all internships are project oriented, therefore, if the instructor of the internship course approves your internship site and activities, you may do most of the work off-site. You must communicate regularly with your site supervisor regardless of where you do the work.*

1. **I already work at a university. Can I do my internship at my institution?**

*Yes, you can but you may NOT do your internship within your department or within the scope of your current responsibilities. Your work supervisor may not be your internship site supervisor.*

1. **When should I start planning for my internship?**

*Start planning your internship during the semester before you plan to take it. You should also contact the internship course instructor (currently Dr. Charron) at about the same time to review the requirements which will assist you in making arrangements.*

1. **What are the requirements of internship site supervisors?***Internship site supervisors must have at least a Master’s degree, be willing to supervise you, evaluate you and participate in a meeting (in person or by phone for distance education students) early in the semester.*
2. **What are the requirements of the internship course?**

*You must complete a minimum of 105 hours, be responsible for a significant project(s), write a learning summary paper, provide reflection journal entries and respond to discussion board prompts on Blackboard. You must also receive a satisfactory evaluation by your site supervisor.*

1. **How do I find an internship site?**

*By this time in your Master’s program, you should have a sense of a department or function in which you want to learn more. Once you have done so, start talking to prospective departments/institutions about your interests and ask if there are projects in that area that are important to them but perhaps have been on the back burner because of lack of time or staff to complete them. If there is a fit between their needs and your interests, you may have found an internship site!*

1. **What are some ideas of internship projects that have been completed in the past?**
* *Learning to do student financial aid advising and creating a training manual for new financial aid advisors at a community college*
* *Conducting a study on solid waste management plans at universities to develop a proposal for a zero-waste university for a research university*
* *Creating a resource library on a website on Transformative Education for faculty professional development at a regional university*
* *Conducting a study to evaluate current and prospective benchmarks for an Institutional Research office using IPEDS and NCES data at a research university*
* *Reviewing best practices in leadership academies and creating a student leadership academy for student athletes at a Division I institution*
* *Conducting a program review for an African American Male Initiative program at a research university*
* *Developing a procedures manual by reviewing “best practices” and the policies and practices of a Finance and Administration department at a liberal arts institution*