



INTERNSHIP HIED 562
August 25- December 14, 2013

Course Description

The internship is a supervised field experience of 120 hours set over 16 weeks (an average of 7.5 hours a week) in a setting consistent with the student's professional and educational goals. The internship experience is designed to enhance student's professional capacities in higher education. Students will assume administrative responsibilities at a college, a university, or another higher education organization, under the supervision of an accomplished professional in the field. These responsibilities must be graduate-level in scope and represent new learning for the student. Prerequisites: Completion of HIED 511 and of 18 credit hours including 3 credits in the specialization track toward HIED degree.

Course Objectives (with related Program Objectives)

At the end of this course, students will be able to:

1. Be prepared to meet the ethical responsibilities associated with their roles as higher education professionals.(4)
2. Embody a commitment to excellence through participation in professionally-oriented experience. (2)
3. Demonstrate the ability to reflect upon professional practice for the purposes of improving one's understanding of and ability to serve within professional contexts.
4. Engage the linkages between theory and administrative practice.
5. Gain professional visibility and academic networking opportunities for professional opportunities.
6. To explore and define vocation, identity, and faith as it pertains to professional role(s), and responsibilities.

Required Textbooks and Course Materials

- Palmer, P. (2000) *Let your Life Speak: Listening to the Voice of Vocation*, Jossey-Bass, San Francisco, CA.
- Additional academic journals, case studies and current events will be made available online.

Summary

The experience should be flexible enough to meet the student's and the host institution's needs. The student's academic and professional development should be the single most important guide for planning the internship. The student should have the opportunity to experience various administrative functions. It is through such a process that the student can apply concepts and ideas studied in previous courses. Good communication among all concerned is absolutely essential if a successful experience is to be realized. The internship team is responsible for planning individually tailored experiences for the student. The student should keep both supervisors informed of his/her progress and problems. Both supervisors are responsible for guiding and evaluating the intern. However, the final course grade is the responsibility of the Messiah College Internship Faculty



Responsibilities of the Student

An internship is the result of a cooperative arrangement between the HIED program at Messiah College and the cooperating department/ institution. Regardless of the assignment and responsibilities, students are reminded that they are guests of the cooperating institution. Because the internship is tailored to each individual's academic program, the prospective intern should discuss his/her professional plans and aspirations with the on-site supervisor. The experience should direct the student toward practical applications of theory with his/her professional interests and contacts. The needs of the host department should also be given prime consideration as the intern experience takes form. Prior to enrollment in HIED 562, the student should complete the following procedures:

1. To identify an institution and an on-site supervisor for the proposed internship.
2. To identify your personal goals and objectives for the internship.
3. To secure an agreement as to what will constitute the experience, including time commitment, expectations, supervisor, etc.
4. To identify any necessary resources needed to complete the experience.

Responsibilities of the Messiah College Internship Faculty

The relationship among the student, the site supervisor, and Messiah College must reflect cooperation and open communication. This relationship is the foundation of the internship and will dictate the success of the field experience.

1. To understand and communicate the requirements and objectives of HIED 562.
2. To facilitate the formulation of a proposed internship and assist in the identification of an on-site supervisor to guide the student.
3. To review and approve an agreement among the intern, the on-site supervisor, and Messiah College as to what will constitute the internship.
4. To communicate with the intern and on-site supervisor as needed for progress reports and discussions.
5. To evaluate the student's performance in HIED 562 for a course grade.



Responsibilities of the Site Supervisor

Because of the practical nature of HIED 562 it is important that the student be assigned to a site supervisor who will work closely with the student on a regular basis. This relationship ensures that the student receives necessary guidance, that the student's activities are authorized by the host institution; that the host institution's needs are being considered; and that relevant expertise and institutional resources are readily available to the student.

1. To formulate and actualize the experience with the student.
2. To clarify through a written agreement with the student and Messiah College the goals and objectives to be achieved by the student.
3. To ensure that the necessary services and resources are available to the student.
4. Meet regularly with the student as needed for direction.
5. To be in communication with the Messiah College Internship Faculty as needed throughout the semester.
6. To complete an evaluation of the intern's performance at the end of the semester.

Course Requirements

The following is a list of written reports, assignments, and/or projects required of each student in the course as part of your internship. The course objectives for this course are met in each of the assignments and are listed with each assignment.

Site Contact Form

Students will meet with their Site Supervisor complete the form and submit it so that the Internship Faculty has the correct contact information for the Site Supervisor. This is a non-graded assignment

Internship Hours (1-6)

Students must complete 120 hours at their internship site. These hours can be distributed over the 16 weeks and must be recorded on the provided Time Log. Hours should be directly related to the student's learning contract (see below) and the course objectives.

Weekly Supervision: Site Supervisor (1-5)

Students will meet with their Site Supervisor on a weekly basis for one hour. (These meetings are part of the 120 hours of the internship).

Learning Contract (3&5)

Students will complete a learning contract that lists the goals and objectives that will guide their internship experience. This document should be prepared in consultation with the Site Supervisor. Forms should be completed and filed with the Messiah College Internship Faculty prior to the first day of the semester. The learning contract must list learning goals for the semester and plans for their accomplishment.

Site Evaluation (3)

You will complete a site evaluation at the end of semester. This will include the site and the site supervisor.

Site Supervisor Assessment (2, 3, 5)

You will be evaluated at both the mid-term and at the end of the semester by your Site Supervisor

- Summary of activities and/or special projects completed during the internship.
- Assessment of the student (strengths and weaknesses)
- Performance evaluation of the goals and objectives
- Suggestions for future growth

Self-Assessment Paper (2&3)

Your self-assessment should articulate the principles, convictions, values and behaviors that influence your educational practice. It should address the areas of growth that you hope to pursue moving forward. It should include how you hope to address contemporary issues of higher education and should demonstrate that you are prepared to apply theory to practice in a manner that effectively address the needs of higher education. Finally, it is expected that you integrate course material and personal experiences with your assessment.

A 5-6 page paper that should include the following:

- Assessment of the learning goals you developed with your on-site internship supervisor.
- Performance evaluation of activities and/or special projects completed during the internship.
- Self-assessment (strengths and weaknesses).
- Suggestions for personal and professional future growth.

On-Line Class Discussion (Course Objectives 1, 3, 4, 6)

You will be graded on your contribution to the ongoing class discussion. There will be one topic posted by the instructor each week. This topic may be related to the reading for the week, a current event or more reflective in nature. It is an expectation that you will engage with your peers. You will have to contribute two postings a week.

Grading:

Project/Evaluation	Points	% of Total	Due Date
Site Contact Form	0	0	September 1
Learning Contract	50	5%	September 1
Mid-Term Site Supervisor Assessment	100	10%	October 20
Final Site Supervisor Assessment	100	10%	December 14
Site Evaluation	50	5%	December 14
Internship Hours/Log	300	30%	December 14
Self-Assessment Paper	200	20%	December 14
10 Forums –each one is worth 20 points	200	20%	As Posted in Sakai
TOTAL	100%	100%	



At the completion of the course, students will receive a letter grade reflecting their overall performance. Letter grades are awarded according to the existing policies of the Graduate School at Messiah College. A final course grade is computed according to the total number of points earned for all assignments as shown by percentage of points earned:

A	93-100%	B-	80-82%
A-	90-92%	C+	77-79%
B+	87-89%	C	73-76%
B	83-86%	F	>76%

Criteria for Grading Papers/Projects

- A/A-: Assignment is well-written with no errors (spelling, sentence fragments, unclear sentences, etc). Analysis is excellent and conclusions are well-supported, demonstrating understanding of the topic and familiarity with supporting sources (readings, discussion). Questions are fully and clearly addressed.
- B/B- Assignment is moderately well-written with few errors. Analysis is good and conclusions are supported. Paper demonstrates a correct understanding of topic and familiarity with most supporting sources (readings, discussion).
- C Content shows either less than correct familiarity with the topic or supporting sources, is not fully responsive to the question(s) asked, or is poorly written (major mistakes made).
- C- Any combination below the levels described above.

Late Assignments

Student e-mails and calls will be acknowledged within 48 hours of receipt. Assignments received by the instructor later than the posted date will be docked an appropriate percentage. The instructor will read and critically assess students' assignments, grade the assignment, and provide feedback in a timely manner.

Academic Integrity

Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah College. These violations include:

Plagiarism. Submitting as one's own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including on-line sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.

Cheating. Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam, having someone else take the exam for you, using any kind of electronic mobile or storage devices (such as cell phones, PDAs, Blackberry, iPods, iPhones, Flashdrives, DVDs, CDs),



communicating via email, IM, or text messaging during an exam, using the internet, sniffers, spyware or other software to retrieve information or other students' answers, purposely disconnecting from the internet to cause a lock on an online exam, etc.

Fabrication. Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.

Misrepresentation of Academic Records. Tampering with any portion of a student's record. Example: forging a signature on a registration form or change of grade form on paper or via electronic means.

Facilitating Academic Dishonesty. Helping another individual violate this policy. Examples: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one's own work to be copied.

Computer Offenses. Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.

Unfair Advantage. Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, having someone else participate in your place, etc.

Penalties for Violations of the Academic Integrity Policy - A faculty member may exercise broad discretion when responding to violations of the Academic Integrity Policy. The range of responses may include failure of the course to a grade reduction of the given assignment. The typical consequence for violations will be failure of the assignment. Some examples of serious offenses which might necessitate the penalty of the failure of the course include cheating on an examination, plagiarism of a complete assignment, etc.

The academic integrity policy in its entirety can be found in the student handbook and should be reviewed by every student, as the primary responsibility for knowledge of and compliance with this policy rests with the student.

Americans with Disabilities Act

Any student whose disability falls within ADA guidelines should inform the instructor at the beginning of the semester of any special accommodations or equipment needs necessary to complete the requirements for this course. Students must register documentation with the Office of Disability Services. Contact DisabilityServices@messiah.edu, (717) 796-5382.

Library and Librarian Assistance

The Library is an obvious source of information for research, presentations and projects. Currently, Beth Mark is the specific library liaison assigned to the social sciences disciplines. Although any librarian is trained and prepared to assist you, Beth works specifically with the social sciences and is most familiar with the resources and databases that relate to this field. Do not hesitate to contact her if you are having trouble locating specific sources for your assignments, as she is more than willing to help you. For her specific work schedule, contact her directly at BMark@Messiah.edu or by calling ext. (717) 796-1800, ext. 3590.

Minimum Hardware and Software Requirements

- Internet Connection: High speed or Broadband required; Satellite Broadband not recommended due to conflicts with synchronous software; Air cards may not be used
- Browser:
 - Mozilla Firefox 3.0 or higher (required)
- Operating System Version:
 - Windows® XP (recommended), or
 - Windows® Vista, or
 - Windows® 7, or
 - MAC OS 10.4 or higher
- Processor (CPU):
 - Desktop Processor (CPU): Pentium 4 at 3.0 GHz or faster or
 - Laptop Processor (CPU): Centrino (or Centrino Duo) 1.5 GHz or faster
- Memory (RAM):
 - Windows® XP: 512 MB or more; or
 - Windows® Vista: 1024 MB or more; or
 - MAC OS: 1024 MB or more
- Hard Disk Space: 40 GB or more of free space
- CD-ROM CD-RW drive (DVD or combo drive helpful)
- Any Office Suite:
 - MS Office 2007 or newer, or
 - OpenOffice 3.1, or
 - Google Docs
- Webcam and headset (no speakers)

Minimum Computer Skills Requirements

Students must possess basic computer skills and have regular access to a computer with the Minimum System Requirements in order to participate fully. Specifically, students who enroll in an online course must have basic computer skills including:

- A working knowledge of word processing
- Navigate the internet using different search engines
- Email (Compose, Attach, Send, Read)
- Utilize Microsoft Office programs (Word & PowerPoint)
- Copy and Paste

Computer Support:

For your convenience, while you are taking an online course, “real person” assistance will be available in "real time" if a technological problem arises. Help is available 8:00 a.m. to 11:00 p.m., Eastern Standard Time, seven days a week, by the College’s Information and Technology Services staff.

Weekdays – 8:00 am to 5:00 pm Mon. to Fri.

- Via instant messaging (IM) @ SCS5901
- By phone at (717) 796-1800, ext 5901
- Or via email at bthomps@messiah.edu or ResNet@Messiah.edu



Evenings and Weekends – 5 pm to 11 pm Mon. to Fri. and 8 am to 11 pm Sat. and Sun.

- By phone at (717) 796-1800, ext 3333

You will also have access to technical support (i.e. tutorials, help functions, etc.) through the College's portal, MCSquare, and also through the College's Learning Management System, SAKAI.

Statement of Copyright Protection

The materials on this course web site are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Statement of Confidentiality

Students in Online Courses will be asked to post written work and to engage in written dialog with other class members. The student should be aware that although confidentiality within the course environment is encouraged, it is possible that users in and outside the course may have access to course content.