



MASTER OF ARTS IN HIGHER EDUCATION

INTERNSHIP II HIED 563
January 11, 2015 – May 9, 2015

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Faculty Availability: I enjoy the opportunity to connect with students. I am available to address questions through Canvas message, email, or telephone. I respond to student queries within 24 hours during the work week, unless I notify the class of a conflict on my part.

Higher Education Program Goals

- 1) To equip leaders to transform various higher education contexts, including colleges/universities, professional associations, and higher education agencies.
- 2) To prepare practitioners to make effective, strategic, and innovative decisions to assure excellence in educational programs and mission-driven initiatives.
- 3) To develop scholars who advance the field of higher education and its contribution to society.
- 4) To nurture leaders with a professional identity rooted in the ethical and vocational sensibilities of the Christian tradition.

Course Description: The internship II is a supervised field experience of 120 hours designed to provide further experience in a setting consistent with the student's professional and educational goals. Students will assume administrative responsibilities at a college, university, or other 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. *Prerequisite: Completion of HIED 563*

Course Objectives. At the end of this course, students will:

1. Be prepared to meet the ethical responsibilities associated with their roles as higher education professionals.
2. Embody a commitment to excellence through participation in professionally oriented experience.
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 advancement.

Required Textbook

Rath, T. (2007) *StrengthsFinder 2.0*. Washington, D.C.: The Gallup Organization

Please note: Please secure the new version of *StrengthsFinder*, as it contains a code enabling you to take the online strengths assessment.

About the Internship Experience: The experience should be flexible enough to not only meet the academic and professional objectives of the student but also enrich the internship site. The student's academic and professional development should be the central priority, but the needs of the host department should also be considered as the internship experience takes shape.

The internship is intended to be a capstone experience in the HIED program, enabling the student to apply concepts examined in previous coursework. Good communication among all concerned is essential if a successful experience is to be realized. To that end, the student should keep both the site supervisor and the internship faculty apprised of informed of his/her progress and any concerns. Both individuals are responsible for guiding and evaluating the intern. However, the final course grade is the responsibility of the Messiah College internship faculty member.

Responsibilities of the Student: An internship is the result of a cooperative arrangement between the HIED program at Messiah College and a cooperating department/institution. Regardless of the assignment and responsibilities, students are reminded that they are guests of the site department/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 site supervisor.

Prior to enrollment in HIED 563, the student should complete the following procedures:

- Identify an institution and a site supervisor for the proposed internship.
- Identify his/her personal goals and objectives for the internship.
- Secure an agreement as to what will constitute the experience, including time commitment, expectations, supervisor, etc.
- 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 cooperative and open communication. This relationship is the foundation of a successful internship experience. It is the responsibility of the internship faculty member to:

- Understand and communicate the requirements and objectives of HIED 563.
- Provide an avenue for professional reflection and growth that enables the intern to reflect upon his/her internship site in light of the internship experience.
- Communicate with the intern and site supervisor as needed for progress reports and discussions.
- Evaluate the student's performance in HIED 563 for a course grade.

Responsibilities of the Site Supervisor: Because of the practical nature of HIED 563, it is important that the student be assigned to a site supervisor who works closely and regularly with the student. 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.

It is the responsibility of the site supervisor to:

- Formulate and actualize the experience with the student.
- Clarify through a written agreement with the student and Messiah College's HIED Program the goals and objectives to be achieved by the student.
- Ensure that the necessary services and resources are available to the student.
- Meet regularly with the student once each week over the course of the internship to provide direction and to facilitate reflection on professional practice.
- Be in communication with the Messiah College Internship Faculty as needed throughout the semester.
- Complete an evaluation of the intern's performance at the mid-point and 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 the internship experience. The course objectives that are met by each assignment are noted.

Internship Hours. Students must complete 120 hours in the internship assignment. The hours can be distributed over the 15 weeks and must be recorded on the provided time log. Hours should be directly related to the student's learning contract and the course objectives. Students will meet with their site supervisor on a weekly basis for one hour and these meetings are considered to be part of the 120 hours of the internship. **Due: May 9, 2015.** (Objectives 1-5)

Weekly Supervision: Site Supervisor. Students will meet with their site supervisor on a weekly basis. These meetings are part of the 120 hours of the internship. (Objectives 1-5)

Learning Agreement. Students will complete a learning contract that lists the goals and objectives that will guide the 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 by the end of the first week of the term. The learning agreement must list learning objectives for the semester and plans for accomplishing them. **Due: January 17, 2015.** (Objectives 3 and 5)

Resume/Curriculum Vitae. Recognizing the importance of a quality resume/vitae as students network and seek employment or professional advancement, one assignment in this course involves developing and revising the resume/vitae. Students will submit a draft for faculty feedback midway through the semester. The draft will be revised and resubmitted at the conclusion of the course. **Draft due: February 21, 2015. Revised resume/vitae due: May 6, 2015.** (Objectives 2 and 5)

Site Evaluation. Students complete a site evaluation at the end of the semester. This includes assessing the adequacy of the internship site and the work of the site supervisor. **Due May 9, 2015.** (Objective 3)

Site Supervisor Assessment.: Students are evaluated at the mid-term and at the end of the semester by their site supervisor. This includes a summary of activities and/or special projects completed during the internship, assessment of the student’s strengths and weaknesses, performance evaluation of the goals and objectives, and suggestions for further growth. **Mid-point evaluation due from the site supervisor by March 7, 2015 and end of semester assessment due May 9, 2015.** (Objectives 2, 3, 5)

Self-Assessment Paper. The student’s self-assessment should articulate the principles, convictions, values, and behaviors that inform his/her approach to higher education administration. The paper should also identify areas for future professional or personal growth. The student should reflect upon his/her progress over the course of the graduate program, including but not limited to the internship, referencing the four identified HIED program goals. Finally, it is expected that the student will integrate course material and personal reflection on the experience of the internship. The paper should be 5 to 6 pages in length. **Due May 6, 2015.** (Objectives 1 - 5)

Grading

Project/Evaluation	Points	% of Total	Due Date
Learning Agreement	10	2%	January 17, 2015
Complete Strengthsfinder and Submit Signature Themes	10	2%	February 21, 2015
Submit Draft Resume	50	8%	February 21, 2015
Mid-term Site Supervisor Assessment	50	9%	March 7, 2015
Self-Assessment Paper	100	20%	May 6, 2015
Submit Revised Resume	50	10%	May 6, 2015
Internship Hours/Log	120	24%	May 9, 2015
Final Site Supervisor Assessment	50	10%	May 9, 2015
Site Evaluation	50	10%	May 9, 2015
TOTAL	490	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 the 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

The ability to write well is key to success as a college or university administrator. Therefore, it is expected that in completing all assignments students will present their best writing to the instructor.

Late Assignments: Two points will be deducted for each 24-hour period that an assignment is late in reaching the instructor. Student emails and calls will be acknowledged within 12 hours of receipt.

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.
- 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 higher education program. Although any librarian is trained and prepared to assist you, Beth 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.

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.

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:

- Familiarity with word processing, specifically Microsoft Office (Word and PowerPoint)
- Experience with internet search techniques
- Familiarity with email and other social media communication venues
- Comfort with 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, Canvas.