



GRADUATE PROGRAM
IN HIGHER EDUCATION
LEADERSHIP

**HIED 563: Internship II in Higher Education
Site Application**

This completed form is due to the Higher Education Leadership Program Director by December 1st for a Spring Semester internship and April 1st for a Summer Semester internship (International Internships require completion of site application three months in advance of semester).

This form provides the Messiah University Higher Education Leadership program director and Internship Faculty member with the necessary information to approve the internship site. In addition, it also confirms that the Site Supervisor is aware of his/her responsibilities and is aware of the course's educational objectives.

Student's Name _____ Date _____

Student Email _____ Academic Advisor _____

List the term in which you intend to enroll: _____

Proposed Internship Site:

College/University/Organization Name _____

Address _____

Department _____

Website Address _____

Site Supervisor's Information:

Name _____

Title _____

Address _____

Email _____ Phone _____

For Program Use Only:

Internship Site Approval. Yes No

Program Director Signature:

Date:

1) Give a brief description of why you selected this site, what you hope to learn as an intern at this location, and how it relates to your concentration.

2) Briefly describe the proposed Site Supervisor's qualifications (include a copy of his/her resume).

Review and Discuss the Following With the Proposed Site Supervisor

Internship Course Learning Objectives

1. Demonstrate the ability to reflect upon professional practice for the purposes of improving one’s understanding of and ability to serve within professional contexts.
2. Show proficiency in engaging linkages between theory and administrative practice, including but not limited to professionalism, diversity, vocation, and ethics.
3. Explore the ways their strengths can improve their practice in higher education.
4. Appreciate the importance of networking opportunities for professional advancement, including joining a professional organization and/or participating in a professional conference.

Hours Requirement

Students must complete a minimum of 120 hours evenly distributed over the entire semester specified for the Internship course. Of these 120 hours, a minimum of one hour a week must be in direct supervision with the Site Supervisor. The remainder of the 120 hours should be in areas that are directly related to the needs of the Site and the goals as outlined in the Learning Agreement. A Time Log will be kept by the Intern. In addition to 120 hours, the intern will have required work as outlined in the course syllabus.

Site Supervisor Qualifications

1. A master’s degree in higher education or a related degree consistent with their current role/profession
2. Five years of experience (post-master’s degree) in higher education and at least one year of successful full-time professional experience at their current institution
3. Relevant experience in supervision
4. Allocated time for mentoring, training and supervising the Messiah College Graduate Intern
5. Students may not use their current employment supervisor as their internship supervisor

Responsibilities of the Site Supervisor

Because of the experiential nature of HIED 563 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, the host institution authorizes the student’s activities, the host institution’s needs are being considered, and relevant expertise and institutional resources are readily available to the student. Site supervisors are expected to:

1. Formulate and actualize the experience with the student
2. Clarify through a written agreement with the student and Messiah University the goals and objectives to be achieved by the student
3. Ensure that the necessary services and resources are available to the student
4. Meet weekly with the student for oversight and direction
5. Communicate with the Messiah University Internship Faculty as needed throughout the semester
6. Complete an evaluation of the intern’s performance at the midpoint and conclusion of the semester

I have read, understand and agree to adhere to the above statements.

Student Name

Supervisor’s Name

Student’s Signature

Date

Supervisor’s Signature

Date

