HIED 563: INTERNSHIP II in Higher Education
August 24, 2014 – December 20, 2014

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Cell Phone: (717) 919-2819

Faculty Availability: I enjoy the opportunity to connect with students. I am available to address questions through e-mail. I’m also glad to connect via telephone and in person. I am committed to responding to all queries within 24 hours throughout the workweek.

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 students’ professional and educational goals. 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 562

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

(Note: Text must be a new version, which 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 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 participating 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. The experience should direct the student toward practical applications of theory with his/her professional interests and contacts.

Prior to enrollment in HIED 563, the student will have completed the following: a) identified a department/institution and a site supervisor and b) identified his/her personal hopes and goals for the internship. During the first week of the internship, the student will, in collaboration with his/her internship supervisor, develop a learning agreement that establishes parameters for the internship, including specific learning objectives.

Responsibilities of the Messiah College Internship Faculty

The relationship among the student, the site supervisor, and Messiah College HIED Program must reflect cooperative and open communication. This relationship is the foundation of the internship and will dictate the success of the internship experience. It is the responsibility of the internship faculty member to:

- Understand and communicate the requirements and objectives of HIED 563.
• Review and approve an agreement among the intern, site supervisor, and Messiah College HIED Program as to what will constitute the internship.
• 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 regularly and closely 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 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 as needed for direction.
• Communicate 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 as part of the internship course. The course objectives that are met by each assignment are noted in parentheses.

Internship Hours (Objectives 1-5)
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 agreement and the course objectives.

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

Learning Agreement (Objectives 3 and 5)
Students will complete a learning agreement that identifies the goals and objectives that will guide the internship experience. This document should be prepared in consultation with the site supervisor. The learning agreement should be completed and submitted to the
Messiah College Internship Faculty by the end of the first week of the term. The learning agreement must list learning goals for the semester and plans for accomplishing the goals.

**Site Evaluation (Objective 3)**  
Students complete a site evaluation at the end of the semester. This includes evaluating the internship site and the work of the site supervisor.

**Site Supervisor Assessment (Objectives 2, 3, 5)**  
Students are evaluated at the mid-term and at the end of the semester by their site supervisor. This includes: 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; and suggestions for building on strengths and further growth.

**Curriculum Vitae (Objectives 2 and 5)**  
Recognizing the importance of a quality vitae as students network and seek employment or professional advancement, one assignment in this course involves developing and revising the vitae. Students will submit a draft of their curriculum vitae for faculty feedback midway through the semester. This draft will be revised and resubmitted at the conclusion of the semester.

**Self-Assessment Paper (Objectives 2 and 3)**  
In the context of HIED 563, this self-assessment paper revises and builds upon the self-assessment completed in the context of HIED 562. 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 identify and reflect upon the strengths identified by completing the Strengthsfinder assessment, but also identify areas for future professional growth. Finally, the student should reflect upon his/her progress over the course of the graduate program, including but not limited to the internship, of the four identified HIED program goals. The paper should be 5 to 6 pages in length.

### Grading

<table>
<thead>
<tr>
<th>Project/Evaluation</th>
<th>Points</th>
<th>% of Total</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Agreement</td>
<td>10</td>
<td>10%</td>
<td>August 30, 2014</td>
</tr>
<tr>
<td>Complete Strengthsfinder and Submit Signature Themes</td>
<td>10</td>
<td>5%</td>
<td>October 6, 2014</td>
</tr>
<tr>
<td>Submit Draft of Curriculum Vitae</td>
<td>50</td>
<td>5%</td>
<td>October 25, 2014</td>
</tr>
<tr>
<td>Mid-term Site Supervisor Assessment</td>
<td>50</td>
<td>10%</td>
<td>October 25, 2014</td>
</tr>
<tr>
<td>Self-Assessment Paper</td>
<td>100</td>
<td>30%</td>
<td>December 13, 2014</td>
</tr>
<tr>
<td>Final Site Supervisor Assessment</td>
<td>50</td>
<td>10%</td>
<td>December 20, 2014</td>
</tr>
<tr>
<td>Site Evaluation</td>
<td>50</td>
<td>5%</td>
<td>December 20, 2014</td>
</tr>
<tr>
<td>Internship Hours/Log</td>
<td>50</td>
<td>20%</td>
<td>December 20, 2014</td>
</tr>
<tr>
<td>Revised Curriculum Vitae</td>
<td>50</td>
<td>5%</td>
<td>December 20, 2014</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100%</td>
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Criteria for Grading Writing Assignments

The ability to write well is crucial to success as a college or university administrator. Thus, it is imperative that all assignments reflect the student’s best writing. For the self-assessment paper, the criteria for grade determination is as follows:

- **A/A-** Assignment is well-written with no errors (spelling, grammar, sentence clarity; citation form, etc.). Analysis is excellent and conclusions are well-supported. Paper demonstrates comprehensive understanding of higher education administration, substantive reflection on personal convictions and professional practice, and robust engagement with scholarly sources (e.g. Palmer text). Questions outlined in the assignment description are fully and clearly addressed.
- **B/B-** Assignment is moderately well-written with few errors. Analysis is good and conclusions are supported. Paper demonstrates basic understanding of higher education administration, adequate reflection on personal convictions and professional practice, and adequate engagement with scholarly sources (e.g. Palmer text). The majority of questions outlined in the assignment description are fully and clearly addressed.
- **C** Assignment is poorly written. Analysis is inadequate and conclusions are not well supported. Content shows either less than adequate understanding of higher education administration, inadequate reflection on personal convictions and professional practice, and inadequate engagement with scholarly sources (e.g. Palmer text). A number of questions outlined in the assignment description are not fully and clearly addressed.
- **C-** Any combination below the levels described above

**Course Grade Determination**

At the completion of the course, students will receive a letter grade reflecting their overall performance. Letter grades will be awarded according to the existing policies of the Graduate School at Messiah College. The final course grade will be computed according to the total percentage of points earned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
</tr>
<tr>
<td>F</td>
<td>&gt;76%</td>
</tr>
</tbody>
</table>

**Course Policies**

Extra Credit: Extra credit is not awarded in this course.

Assignments – All assignments must be submitted through e-mail to your instructor. Assignments are due by 11:59 pm on the date noted. An appropriate deduction in the points available for each assignment will occur for each day an assignment is late (unexcused). Failure to complete any assignment by the end of the course could result
in the student failing the whole course. The instructor will read and critically assess students’ assignments, assign a grade, and provide feedback within one week. Students may ask for clarification about a grade through email to the professor within one week of receiving the grade for any assignment. Students with questions or concerns about the grade assigned should contact the professor to set up a time to discuss the matter.

Course Expectations and Resources

**Academic Integrity**
The Academic Integrity Policy for graduate students is found in the [Graduate Student Handbook](#). 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 or (717) 796-5382.

**Library and Librarian Assistance**
The Library is a primary source of information for research, presentations and projects. Currently, Beth Mark is the library liaison assigned to the education disciplines. Although any librarian is trained and prepared to assist you, Beth works specifically with education and is most familiar with the resources and databases that relate to this field. Do not hesitate to contact her if you need assistance locating sources for your assignments. For her specific schedule, contact her directly at BMark@messiah.edu or (717) 796-1800, ext. 3590.

**Writing Center**
The Writing Center is available to any graduate student who has a desire to improve his/her writing. The role of the center is to provide feedback on written work. Feedback alerts you to the kinds of errors you are making, lets you know when something is not clear, and suggests that you have not fully supported an argument. Feedback does not involve editing your document (e.g. correcting grammatical errors, rewriting sentences, or providing specific points to support your argument). Ultimately, it is your responsibility to find and use the resources you need to improve your writing but connecting with our Writing Center, either online or face-to-face, is a good place to start.

**Technology**
Student technology recommendations, including specific hardware and software, are found on the [Information Technology Services](#) website. These guidelines equip you for an optimal technological experience in our online programs. Technological support is available to all students during the days and times listed on the Information Technology
Services homepage. Students also have access to technical support (i.e. tutorials, help functions, etc.) through the College’s portal, MCSquare, and through the Canvas Learning Management System (LMS).

**Statement of Copyright Protection**
The materials on our course Canvas 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 may be asked to post written work and to engage in written dialogue with other class members within an LMS. 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.