

COLLEGE STUDENT DEVELOPMENT INTERNSHIP AGREEMENT FORM

This agreement is made on _____ by and between _____
(Date) (Site)
and _____. The agreement will be effective for a
(Student)
period from _____ to _____ for _____ hours per week*.
(Starting date) (Ending date) (No. hours)

Weekly schedule (days and hours):

Goals to be accomplished by serving in this functional area (these goals need to be agreed upon by student and a site supervisor).

Site Supervisor: _____

Date: _____

Student: _____

Date: _____

DATA SHEET

Internship Site Supervisor
Department of Human Development & Counseling
Appalachian State University

Site supervisors for internships sponsored by the HPC Department should complete this form each term. The official on-site supervisor must have a minimum of a master's degree in the program emphasis area and have a minimum of two (2) years of pertinent professional experience.

Semester/Term: _____ Year: _____

Student (Intern): _____

Site Supervisor: _____

Mailing Address: _____

Phone(s): (W) (____) _____; (Cell) (____) _____; (Fax) (____) _____

Email: _____

Supervisor's Graduate Degree(s):

_____	_____	_____
Type (e.g., M.A.)	Major/Emphasis	Institution

Related Professional Experience (List most recent experience in a student affairs function/area):

<u>Title/Role</u>	<u>Institution</u>	<u># Years</u>
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_____	_____	_____
_____	_____	_____

_____	_____
Signature	Date

Return to: Dr. Diane M. Waryold or Dr. Jim Lancaster
Dept. of Human Development & Counseling
304F COE
Appalachian State University
Boone, NC 28608 USA

FORMAT FOR BI-WEEKLY INTERNSHIP REPORTS

HPC 6900 Internship in College Student Development

Each intern will keep a log/journal of the internship experience and submit a brief summary to the ASU internship instructor every two weeks using this format.

Name: _____ Site: _____
Supervisor: _____

For period ending: ___/___/___ Date report submitted: ___/___/___

Number hours worked during this period: _____ Direct Service hours: _____

Total hours of internship to date: _____

Activities/Responsibilities: (Brief outline. Note any specific staff/faculty/other contacts.)

Reaction/Comments:

(i.e. What I have learned? A critical incident, anything that needs to be discussed with the instructor and/or classmates; perplexing questions, etc.)

5. _____ increase knowledge and skills by participating in the activities of a specific student development area.
6. _____ be involved in direct service work with clientele appropriate to one's program emphasis.
7. _____ become familiar with a variety of professional activities other than direct service work.
8. _____ gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research.
9. _____ refine one's ability to analyze, evaluate, and cope with professional issues.
10. _____ improve performance in decision-making and to demonstrate leadership potential.

Place a check to the left of each item if the requirement was fulfilled to an acceptable degree.

The internship included/allowed the intern to:

11. _____ develop further one's personal philosophy of college student development work.
12. _____ engage in periodic self-evaluation and assess the need for additional training and growth.
13. _____ have formal evaluation of the student's performance by a student development specialist/counselor in the field and by a program faculty supervisor.
14. _____ have audio- and/or videotapes, for use in supervision, of the student's interaction with clientele. (Counseling emphasis only)
15. _____ have supervised experience in organization development.
(Administrative emphasis)
16. _____ have supervised experience in student affairs programming and management or student development applications appropriate to the program emphasis. (Administrative emphasis)

Please comment on the following. Use additional sheets for further comments.

Positive aspects of the internship site as it relates to the goals/needs of the intern.

Negative aspects of the internship site as it relates to the goals/needs of the intern.

Comments about the Site Supervisor(s) and the quality of supervision you received.

Comments about the Faculty Supervisor and the quality of interaction/facilitation.

Intern Signature

Date

22. _____ be involved in direct service work with clientele appropriate to one's program emphasis.
23. _____ become familiar with a variety of professional activities other than direct service work.
24. _____ gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research.
25. _____ refine one's ability to analyze, evaluate, and cope with professional issues.
26. _____ improve performance in decision-making and to demonstrate leadership potential.

The internship included/allowed the intern to:

27. _____ develop further one's personal philosophy of college student development work.
28. _____ engage in periodic self-evaluation and assess the need for additional training and growth.
29. _____ have formal evaluation of the student's performance by a student development specialist/counselor in the field and by a program faculty supervisor.
30. _____ have audio- and/or videotapes, for use in supervision, of the student's interaction with clientele. (Counseling emphasis only)
31. _____ have supervised experience in organization development.
(Administrative emphasis)
32. _____ have supervised experience in student affairs programming and management or student development applications appropriate to the program emphasis. (Administrative emphasis)

Please comment on the following. Use additional sheets for further comments.

Positive aspects of the internship site as it relates to the goals/needs of the intern.

Negative aspects of the internship site as it relates to the goals/needs of the intern.

Strengths of the intern.

Weaknesses (areas in need of the most improvement as he/she continues to be a professional) of the intern.

Signature of Intern

Date

Signature of Site Supervisor

Date