COLLEGE STUDENT DEVELOPMENT INTERNSHIP AGREEMENT FORM

This agreement is made on	by an	d between	
This agreement is made on _	(Date)		(Site)
and(Student	:)	The agreement will	be effective for a
period from (Starting date) to (E	for (No. hour	hours per week*.	
Weekly schedule (days and h	nours):		
Goals to be accomplished by se by student and a site supervisor		al area (these goals need	to be agreed upon
Site Supervisor:		Date:	:
Student		Data	

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:		
	(O.W. (
	; (Cell) ()	; (Fax) ()
Supervisor's Graduate D	egree(s):	
Type (e.g., M.A.)	Major/Emphasis	Institution
Related Professional Exp function/area):	perience (List most recent experience)	rience in a student affairs
<u>Title/Role</u>	<u>Institution</u>	# Years
Signat Return to: Dr. Diane M. Wary		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.)

INTERN SELF-EVALUATION FORM INTERNSHIP IN STUDENT DEVELOPMENT APPALACHIAN STATE UNIVERSITY

Intern:		En	nphasis:		
				dent Affairs Practice	
		_	Col	lege Outdoor Program Ad	lmin.
Semester/Term:	_Spring	Summer	Fall	Year:	
Office/Area:					
College/University:					
Site Supervisor:					
Faculty Supervisor:					
Place a check to the le		tem below if th	e require	ment was fulfilled.	
supervision perform. (T experience qualified wo	in activitie The normal i in one seme ork experier	s that a regular minimum total ester is 300-60	fly employ for intern 0 clock ho rns may b	clock hours under yed staff member is expects completing the internshours depending upon other e approved to spread the term.)	ip
				emphasis) or 240 hours with clientele appropriate t	to the
	•	-		with a site supervisor to d questions related to the	iscuss
				oral means with the facult weaknesses, etc.	y

Place a double check to the left of each item if the requirement was fulfilled to a significant degree or a check if it was fulfilled at a lower but acceptable degree. The internship included/allowed the intern to:

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	D improve performance in decision-making and to demonstrate leadership potential.
degree.	heck to the left of each item if the requirement was fulfilled to an acceptable nship included/allowed the intern to:
1	1 develop further one's personal philosophy of college student development work.
12	2 engage in periodic self-evaluation and assess the need for additional training and growth.
13	B have formal evaluation of the student's performance by a student development specialist/counselor in the field and by a program faculty supervisor.
14	4 have audio- and/or videotapes, for use in supervision, of the student's interaction with clientele. (Counseling emphasis only)
1:	5 have supervised experience in organization development. (Administrative emphasis)
10	6 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/need	s of the intern.
Negative aspects of the internship site as it relates to the goals/need	ds of the intern.
Comments about the Site Supervisor(s) and the quality of supervisor	ion you received.
Comments about the Faculty Supervisor and the quality of interact	ion/facilitation.
Intern Signatura	Doto
Intern Signature	Date

SITE SUPERVISOR EVALUATION FORM INTERNSHIP IN STUDENT DEVELOPMENT APPALACHIAN STATE UNIVERSITY

Intern:		E i	mphasis: _		
			Stu	dent Affairs Practice	_
		-	Co	llege Outdoor Program .	Admin.
Semester/Term:	_Spring	Summer	Fall	Year:	
Office/Area:					
College/University:					
Site Supervisor:					
Faculty Supervisor:					
Place a check to the le The internship includ		tem below if t	the require	ment was fulfilled.	
supervision perform. (The experience qualified w	n in activitie The normal is in one seme work experie	es that a regula minimum tota ester is 300-60	arly emplo al for intern 00 clock hatterns may be	clock hours under yed staff member is expus completing the internours depending upon of the approved to spread the term.)	ship her
				e emphasis) or 240 hours with clientele appropriat	
				n with a site supervisor to with a site supervisor to the	
				oral means with the fac s/weaknesses, etc.	culty
The internship includ	ed/allowed	the intern to:			
	rease knowl		ls by partic	cipating in the activities	of a

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 cont	inues to be a		
professional) of the intern.			
Signature of Intern	Date		
Signature of Site Supervisor	Date		