

Student Affairs Administration

FIELD PLACEMENT MANUAL

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Department of Human Development and Psychological Counseling (HPC)

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This manual is designed to serve as a guide for the graduate practicum, internship and professional practice in Student Affairs Administration (SAA). It provides information for graduate faculty, on-site supervisors, and graduate students in SAA. The SAA Field Experience Manual outlines roles and responsibilities, expectations, evaluation criteria, and general policies. Supplemental material is included for the professional benefit of the practicum/internship/professional practice student and to enhance the practice in the field.

**NOTE**: Students are required to carry professional liability insurance prior to the beginning of practicum/internship/professional practice. Students must complete the ASU Contract to register for the course, which will activate the mandatory professional liability insurance coverage. There is an additional fee for this coverage that will be charged to the student's account.

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**Online Resources for Practicum, Internship, and Professional Practice**

 American College Personnel Association (ACPA)

 The Association of College and University Housing Officers-International (ACUHO-I)

Association for Student Conduct Administration (ASCA)

The Center for Academic Integrity (CAI)

 National Association for Campus Activities (NACA)

 Student Affairs Administrators in Higher Education (NASPA)

 North Carolina College Personnel Association (NCCPA)

 National Orientation Directors Association (NODA)

 Southern Association for College Student Affairs (SACSA)

**CAS STANDARDS and GUIDELINES FOR SUPERVISED PRACTICE IN SAA**

**“ The primary mission of Internship Programs (IP) is to engage students in planned, educationally-related work and learning experiences that integrate knowledge and theory with practical application and skill development in a professional setting (p.313).”**

Council for the Advancement of Standards in Higher Education (2015). CAS professional standards for higher education (9th ed.). Washington, DC: Author.

1. Increase knowledge and skills by participating in the activities of a specific student development area.

2. Involvement in direct service work with clientele appropriate to one’s program emphasis.

3. Familiarity with a variety of professional activities other than direct service.

4. Supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-­‐print media, professional literature, and research.

5. Refine one’s ability to analyze, evaluate, and cope with professional issues.

6. Improve performance in decision-­‐making and to demonstrate leadership potential.

7. Develop further one’s personal philosophy of Student Affairs Administration work.

8. Engage in periodic self-­‐evaluation and assess the need for additional training and growth.

9. Supervised experience in organization development.

10. Supervised experience in student affairs programming and management and student development application appropriate to the program emphasis.

**SAA pRACTICUM, INTERNSHIP AND PROFESSIONAL PRACTICE ProcedureS for SAA Students**

**SAA Practicum, Internship and Professional Practice.**

SAA students will be given a timeline from the faculty for Practicum, Internship and Professional Practice. Students will meet with the Practicum, Internship or Professional Practice faculty member in the semester prior to enrollment.Once a site has been confirmed, students will complete the practicum/internship/professional practice contract and submit it to the faculty.

**PRACTICUM**

**GENERAL DESCRIPTION**

HPC 5900 is the initial field experience recommended for graduate students in SAA. The graduate practicum involves an average of 8-10 hours per week, for the semester, in a placement in an Institution of Higher Education (IHE) or an entity that serves primarily college students. Supervision is provided by an on-site supervisor and a faculty/university supervisor. The practicum requires a minimum of 100 clock hours. The practicum in Student Affairs Administration provides an opportunity for on the job observation and practice in 1 or 2 student development functions/offices on the ASU campus or in another IHE or an entity that serves primarily college students.

Course Outline

1. Develop goals and objectives related to the experience.

2. Observe the work in a particular functional area.

3. Participate in staff meetings and special events as determined by the site supervisor.

4. Collaborate with staff on various projects.

The practicum experience provides students with the opportunity to learn more about a particular functional area and/or an institutional type. Students are to explore areas that will increase their skills and marketability.

Note- The course is graded as an S/U option. Feedback from your site supervisor and the timely submission of all assignments will serve as markers for a satisfactory grade.

**OBJECTIVES FOR PRACTICUM**

The primary focus of practicum is learning about a new functional area and/or institution of higher education. Students may be involved in activities such as:

Individual advising

Observing

Budgeting

Project work

Assessment

Programming

Group advising

 **STUDENT EXPECTATIONS OF PRACTICUM**

Graduate practicum students are expected to:

• maintain a log listing all activities over the course of the semester;

• schedule regular evaluation appointments with the on-site supervisor to discuss progress in learning/skill development. A minimum of one hour per week of supervision is required;

• complete all practicum attendance requirements and participate in cohort discussions.

**Note:** students not complying with or meeting the expectations of the field experience may be dismissed from the field experience course and site without advanced notice.

**INTERNSHIP**

**GENERAL DESCRIPTION**

Graduate students in the SAA Program at Appalachian State University are enrolled in a 48-hour master's program. They have completed all or the majority of their coursework prior to registering for the graduate level internship field experience. During this one (on occasion two) semester placement, graduate interns function as contributing members of the functional unit at an IHE or an entity that serves primarily college students.

HPC 6900 is the primary field experience required of all graduate students in SAA. The graduate internship involves a part-time (20 hours/week average), semester placement in an institution of higher education or an entity that serves primarily college students, while maintaining their 20 hour GA position at Appalachian State University. Occasionally a student may opt for a full time (40 hour week) internship and resign from their GA position. Students take the internship at the end of their graduate program. Supervision is provided by an on-site supervisor and the faculty/university supervisor. The internship requires a minimum of 300 clock hours if a student stays in the GA position and 600 hours if the student is not currently active in an approved GA position involving work with college students.

SAA professionals need a broad background of knowledge, skills, and abilities if they are to function effectively. These cognitive and personal aspects, however, need to become interwoven with practical experiences. The internship in SAA provides an opportunity for actual on-the-job exposure to specific functions within Student Affairs.

Note- The course is graded as an S/U option. Feedback from your site supervisor and the timely submission of all assignments will serve as markers for a satisfactory grade.

**OBJECTIVES FOR INTERNSHIP:**

 **The internship provides students opportunities to:**

1. Increase knowledge and skills by participating in the activities of a specific student development area.

2. Involvement in direct service work with clientele appropriate to one’s program emphasis.

3. Familiarity with a variety of professional activities other than direct service.

4. Supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-­‐print media, professional literature, and research.

5. Refine one’s ability to analyze, evaluate, and cope with professional issues.

6. Improve performance in decision-­‐making and to demonstrate leadership potential.

7. Develop further one’s personal philosophy of Student Affairs Administration work.

8. Engage in periodic self-­‐evaluation and assess the need for additional training and growth.

9. Supervised experience in organization development.

10. Supervised experience in student affairs programming and management and student development application appropriate to the program emphasis.

**PREREQUISITES FOR INTERNSHIP**

Prior to registering for HPC 6900 the Internship students will have:

• completed all coursework or have special permission from the SAA Program Committee;

• filed all necessary forms in the Graduate School (i.e., up-to-date Program of Study)

• maintained the minimum cumulative 3.0 GPA required by the Graduate School;

The site and site supervisor have been approved by the SAA faculty and all necessary documentation has been completed.

• completed the Internship contract

**EXPECTATIONS FOR INTERNSHIP**

Graduate Internship students are expected to:

• spend a full semester engaging in appropriate activities, which allow objectives of the internship to be met.

• maintain a log listing all activities over the course of the semester;

• schedule regular appointments with the On-Site Supervisor to discuss progress. A minimum of one hour bi-weekly of individual supervision is required;

• schedule an on-site visit by the Faculty/university supervisor;

• complete all internship attendance requirements and participate in biweekly class in which the cohort will process the experience;

• schedule individual conferences for the purpose of evaluation/feedback and closure at the end of the semester with the On-Site Supervisor

*Job Opportunities: Occasionally, students will have an opportunity to accept a paid position as their internship. There are professional guidelines regarding such situations that you will need to consider. First, please be in close communication with your advisor and internship/practicum supervisors regarding your situation throughout the entire process. Remember that you have signed a formal contract with ASU and your GA supervisor and that your site supervisor has invested a lot of time and energy into your training and/or preparing for that training. Your ability to accept a position depends on:*

*1. Site school’s willingness to release you without prejudice from your field responsibilities,*

*2. You must receive the approval of your advisor and practicum/internship supervisors.*

\*\*\*At all times, we expect you to communicate any changes in your situation in an open, respectful, honest, and professional manner. \*\*\*

Note: students not complying with or meeting the expectations of the field experience may be dismissed from the field experience course and site without advanced notice.

**PROFESSIONAL PRACTICE IN STUDENT AFFAIRS ADMINISTRATION**

**GENERAL DESCRIPTION**

The purpose of this course is for students to gain full-time experience in a Student Affairs office prior to their internship. The practical experience is geared towards increasing skills, introducing students to new institutional cultures/environments and allowing students to explore various aspects of Student Affairs. Sites must be approved by the course instructor.

Course Requirements:

 Students will work at an approved site for 200 hours for 3 hours of credit. 400 hours for 6 hours of credit. The experience is aimed at giving the student full exposure to the functional area to which they are assigned as well as responsibility in areas such as advising, supervision, leadership, budgeting, management, personnel issues, program planning, assessment and evaluation, etc. The student’s on-site supervisor must be available to meet with the student to provide feedback and processing for at least one hour on a bi-weekly basis. Students are assigned to a faculty member to receive faculty supervision.

Note- The course is graded as an S/U option. Feedback from your site supervisor and the timely submission of all assignments will serve as markers for a satisfactory grade.

**EXPECTATIONS FOR PROFESSIONAL PRACTICE**

Graduate Internship students are expected to:

• be engaged in appropriate activities, which allow objectives of the professional practice to be met.

• maintain a log listing all activities over the course of the semester;

• schedule regular appointments with the On-Site Supervisor to discuss progress. A minimum of one

 hour bi-weekly of individual supervision is required;

• complete all professional practice requirements;

• schedule individual conferences at the end of the semester with the On-Site Supervisor

Note: students not complying with or meeting the expectations of the field experience may be dismissed from the field experience course and site without advanced notice.

***ASU / SAA PROGRAM ROLE EXPECTATIONS FOR FIELD PLACEMENT PARTIES***

**SAA RESPONSIBILITIES AND EXPECTATIONS DURING THE FIELD EXPERIENCE**

The field experiences (ie. Practicum, Internship and Professional Practice), include HPC 5900 Practicum in SAA, HPC 5440 Professional Practice in SAA, and 6900 Internship in SAA and. These field experiences provide the opportunity of application of theory into practice and the development of skills under supervision. These experiences will provide opportunities for students to work with students, staff and faculty in institutions of higher education (or an entity that serves primarily college students).

(1) Follow the procedures and policies for registrations for HPC 5900, HPC 5440, and HPC 6900, each semester;

(2) Complete the registration process and all necessary forms according to the SAA Field Experience Manual by deadlines provided by faculty.

(3) Attend all meetings, orientations, seminars, and other events related to HPC 5900, HPC 5440 and HPC 6900, in accordance with the SAA program at ASU and/or your contracted site.

(4) Conduct yourself as a professional on-site and off-site recognizing that professional behavior and professional disposition are evaluated as a part of NASPA/ACPA competencies;

(5) Complete all hours as established in the SAA Field Experience Manual within the allotted semester. NOTE: Extra hours accrued may not be rolled over to the following semester.

(6) Be open to feedback from on-site supervisor, faculty supervisor, and peers.

(7) Provide feedback to supervisors and peers.

(8) Understand the grade for either 5900, 6000 and 5440 is Satisfactory/Unsatisfactory. You must meet the requirements, adhere to ACPA and NASPA code of ethics, have satisfactory or above at midterm, and final evaluations from all evaluators (student self-evaluation, site-supervisor evaluation, university evaluation) and meet the Pass standards as stated in the syllabus;

(9) Develop individual goals with site supervisor and faculty/university supervisor. Immediately notify both your site supervisor and faculty/university supervisor and advisor if you have committed any code of ethics violations;

(10) Immediately notify both your faculty/university supervisor and advisor if you want to prematurely terminate your relationship with your site or change sites (this process has an established protocol and must be followed);

(11) Immediately notify faculty/university supervisor and of any concerns with the site supervisor;

**SUPERVISOR QUALIFICATIONS & RESPONSIBILITIES**

Supervision is an important part of the training process for HPC 5900, HPC 5440 and HPC 6900. In all students should have individual meetings with the site supervisors for 1 hour per week.

**SUPERVISOR QUALIFICATIONS**

***On-Site Supervisors must have:***

1. relevant experience.
2. professional credentials with a minimum of a Masters in a related field or years of service that would equate to a master level professional..

3. knowledge of the program’s expectations, requirements, and evaluation procedures for students.

**ON-SITE SUPERVISOR**

The On-Site Supervisor is the person most directly involved with the day-to-day experiences of the intern/practicum/professional practice student and is responsible for the individual supervision.

**EXPECTATIONS**

The On-Site Supervisor is expected to:

• assist the graduate intern/practicum student in fulfilling the requirements of the internship/practicum;

• support the professional development of the graduate intern/practicum student;

• provide one hour of individual supervision bi-weekly;

• provide on-going feedback to the graduate intern/practicum student;

• notify the Faculty/university supervisor of any concerns or problems; and,

• provide feedback to the Faculty/university supervisor to assist in the final evaluation.

**FACULTY SUPERVISOR**

The Faculty/university Supervisor coordinates the practicum/internship/professional practice field experiences offered to graduate students in SAA and is responsible for providing an average of 1 hour week of group supervision. The supervisor is a faculty member (or approved Adjunct) in the Department of Human Development and Psychological Counseling and has had extensive training in SAA and experience in Student Affairs work.

EXPECTATIONS

The Faculty/university supervisor is expected to:

• coordinate placements of SAA students in appropriate settings;

• assist the graduate intern/practicum student in fulfilling the requirements of the practicum/internship/professional practice;

• support and facilitate the professional development of the practicum/internship student;

• provide supervision averaging at a minimum 1 hour a week;

• determine the content and instructional approaches to be used in group supervision based on the needs of the group;

• serve as a liaison with colleges and universities;

• provide on-going feedback to the graduate intern/practicum/professional practice students;

**Protocol for Premature Termination of a Site Experience**

In accordance with the ethical codes of the ACPA/NASPA, it is unethical to prematurely terminate a practicum, internship or professional practice site (except in rare cases where there is a threat of physical harm to the student) without appropriate protocol and consultation. Thus, a practicum, internship or professional practice student is not permitted to simply terminate a practicum, internship or professional practice site prematurely without first meeting with the faculty/university and site supervisors. In the event that a practicum, internship, or professional practice student has to prematurely terminate the practicum or internship for **any reason**, the following protocol is to be followed:

1. The practicum/internship/professional practice student first will immediately contact the faculty/university supervisor via phone, email, or in person of the decision to terminate the practicum or internship **before** notifying the site supervisor.
2. The practicum/internship/professional practice student will meet personally with the faculty/university supervisor to explain and discuss the circumstances for prematurely terminating the practicum or internship.
3. The practicum/internship/professional practice student and the faculty/university supervisor will then meet personally with the SAA Program Faculty, and any other necessary university officials, to discuss the circumstances of the termination and the appropriate termination process.
4. The practicum/internship/professional practice student and faculty/university supervisor will then schedule a personal meeting with the site supervisor, and any other university officials, to discuss the termination and provision of clients being seen by the practicum or internship student.
5. The practicum/internship/professional practice student and faculty/university supervisor will then report to the SAA Program Faculty in writing that all appropriate measures have been taken.

Any SAA student who does not follow this protocol is in violation of departmental policies as outlined in this manual, as well as in violation of the ethical codes set forth by the ACPA/NASPA. Consequently, a recommendation for expulsion from the SAA Program may be warranted.

**DISABILITY POLICY FOR FIELD EXPERIENCE**

**Student Conduct**

Students are expected to adhere to the Academic Integrity Code which states, “*Students attending Appalachian State University agree to abide by the following Code: Students will not lie, cheat, or steal to gain academic advantage. Students will oppose every instance of academic dishonesty. Students shall agree to abide by the Academic Integrity Code when submitting the admission application*. ” (<http://studentconduct.appstate.edu/index.php>). **If any such violation in conduct occurs, students can expect the professor to address the violation in accordance with the procedures as outlined in the above sources.**

**Disability**

"Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at [www.ods.appstate.edu](http:///h) or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations." (Maranda Maxey)

 For accommodations to be honored your plan with the ODS must be presented to the Faculty/university supervisor prior to starting the semester. Meaning that we (faculty) cannot accept retroactive accommodations; therefore if you have the need for accommodations please be proactive. In the case of an adjunct/instructor teaching a Field Experience Course both the instructor/adjunct and the Field Experience Coordinator for SAA will need to have your accommodation plans.

**RELIGIOUS OBSERVANCE POLICY**

**Field Experience Understanding**

Field Experience Courses in SAA will adhere to both the ACPA/NASPA code of ethics policy around religious observance and the university religious observance policy. If a student has a religious conflict with either observance or values/beliefs that student is expected to speak to his/her faculty/university supervisor and/or SAA Faculty, immediately.

**Appalachian State University Religious Observance Policy**

Students’ religious observances will be respected and honored in accordance with Appalachian State University Religious Observance Policy which can be found at [http://www.academicaffairs.appstate.edu/sites/default/files/Interim%20Religious%20Observance%20](http:///h)  [Policy.pdf.](http:///h) In order to honor a student’s religious observance, it is necessary for the student to inform me by the second week of class any assignment, class activity, or class time that will conflict with that student’s ability to observe their religious tradition, holiday, and/or activity.

**GRIEVANCE PROCEDURES AND OTHER COMPLAINT PROCEDURES**

Grievance on the part of any student will be processed in accordance to the SAA Student Manual, and as stated in the Appalachian State Student Manual located at <http://www.academicaffairs.appstate.edu/resources/grievance>

**REMEDIATION PLAN POLICY FOR FIELD PLACEMENT**

***Purpose***

The procedure for a remediation plan or professional development plan as outlined in the Field Experience Manual will be adhered to. If a remediation plan is developed, that plan will be evaluated weekly and the student must complete the remediation plan prior to the end of the semester in which the remediation plan was established. If the remediation plan needs to continue into the next semester, the student may be advised to repeat either HPC 5900, HPC 6900, HPC 5460 with the any financial consequences at the expense of the student.

 ***Field Experience Remediation Plan***

A Remediation Plan in HPC 5900, HPC 5460 or HPC 6900, or is to assist a student to have the opportunity to change and/or improve skills, professional behavior and professional disposition. The Site Supervisor or Faculty/university supervisor can initiate a Remediation Plan any time during the field experience for SAA. In addition, the student’s Program Advisor or SAA Director may initiate a remediation plan during the Field Experience in collaboration with both the faculty/university supervisor.

Remediation plans can be established specifically for the field experience course and are based on the assessment and evaluation process of the student’s competency, professional behavior, and professional disposition through the program. The assessment and evaluations can also include and not limited to concerns of harm to self, others or sites, and/or ethical concerns. Formal remediation plans will be written and whenever possible developed in collaboration with the student and signed by all necessary parties.

***Notification of Remediation Plan***

The Director of SAA Program and the student’s advisor will be notified of remediation plans that have been established for a Field Experience course, unless there is a personal matter that the student requests to keep confidential. If such a request is made parties that need to know of the plan has been established will only be notified that a Remediation Plan is enacted; however, details will be withheld due to confidential nature of the personal issues. Site supervisors are notified that a remediation plan has been established when that plan directly affects the sites. The Faculty/university supervisor for that semester will always be aware of a Remediation Plan related to Field Experience courses. The Chair of HPC is also notified when necessary of any student concerns including any remediation plans.

***Remediation Plan Options***

On some occasions, during the Field Experience courses, a formal remediation plan will be provided to a student and is non-negotiable. When this occurs, it is under the circumstance where the student has either refused to accept supervisor evaluations or feedback regarding necessary changes that impact client well-being or ethical concerns such as but not limited to impairment issues, safety issues.

It is recommended this occur when there is/are:

(a) clear concerns are indicated with informal and formal evaluations, with a timeline for the student’s deficient areas to change, or

(b) apparent progress is limited or non-existent after evaluations, or

(c) concerns are of an immediate nature and there is clear evidence of impairment, harm to self or others or the site (including not following agency policies), or

(d) concern of ethical violation or student misconduct.

The following personnel will be consulted in developing the Remediation Plan: (a) the faculty/university supervisor, (b) SAA Program Director. When necessary, the HPC Chair, and/or Program Advisor will also be considered. The Remediation meeting will be established with the follow person(s): (a) the student, and one or more of the following: (i) faculty/university supervisor, or (ii) Program Advisor, or (iii) SAA Program Director or (iv) HPC Chair. Under this circumstance, the Remediation plan is pre-written, provided to each person in attendance at the meeting, and all parties are required to sign the document. The Remediation Plan will be filed in the SAA student’s academic file as well as his/her Field Experience File, and a copy provided to the student.

***Suspension from Field Experience Courses***

The faculty/university supervisor, and/or site supervisor in consultation with the SAA Program Director and HPC Department Chair can immediately withdrawal the student from the site, site activities or classroom under the following circumstance:

(a) refuses to sign a Remediation Plan, or

(b) if there are immediate concerns and/or clear evidence of impairment, harm to self or others or the site (including not adhering to the site policy), or

(c) concern of ethical violation or student misconduct.

Furthermore, any student will be terminated from the Field Experience Courses in the SAA program for the following reasons:

1. if they receive an Unsatisfactory in HPC 5900, HPC 6900 or HPC 5460, or (b)
2. do not adhere to the Remediation Plan, or
3. do not complete the Remediation Plan in the time designated, or
4. cause harm to self or others or a site, or
5. violate student conduct and/or expelled by the university

For termination from the Field Experience Courses in the SAA program to occur

the proper procedures must be adhered to as outline in the SAA student manual and Graduate School Student Manual.

**PRACTICUM, INTERNSHIP AND PROFESSIONAL PRACTICE CONTRACT**

Data Sheet

**DATA SHEET**

Site supervisor for professional practice sponsored by the HPC Department should complete this form each term and return it to the HPC faculty instructor within the first two weeks of the experience. 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 (or its equivalent).

Semester/Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone(s): (W) (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_; (cell) (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_ (Fax) (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departmental website address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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):

Title/Role Institution # years

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 **GOAL SHEET**

Goals for the experience (please formulate these jointly):

1. Student will meet with the site supervisor for at least one hour on a bi-weekly basis to process the experience, set and discuss goals, issues, concerns, etc.

Goals:

**BI-WEEKLY REPORTS**

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For period ending: \_\_\_/\_\_\_\_/\_\_\_\_ Date report submitted: \_\_\_/\_\_\_/\_\_\_

Number hours worked during this period: \_\_\_\_\_\_

Total hours to date: \_\_\_\_\_\_\_

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

Reaction/Comments:

(e.g., what I have learned; a critical incident; a need to be discussed with the instructor; other evaluation; etc.)

**SITE SUPERVISOR EVALUATION FORM**

**APPALACHIAN STATE UNIVERSITY**

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emphasis:

 \_\_\_\_\_ Student Affairs Practice

 \_\_\_\_\_ College Outdoor Program Admin.

Semester/Term: \_\_\_\_\_Spring \_\_\_\_Summer \_\_\_\_\_Fall Year: \_\_\_\_\_\_\_\_\_

Office/Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The internship included:

1. \_\_\_\_\_ a minimum of \_\_\_200; \_\_\_400; \_\_\_ \_\_\_\_\_ clock hours under supervision in activities that a regularly employed staff member is expected to perform.

2. \_\_\_\_\_ biweekly meetings with a site supervisor to discuss performance, achievement of goals, and issues/questions related to the experience.

3. \_\_\_\_\_ periodic contact through written and/or oral means with the faculty supervisor to discuss progress, goals, strengths/weaknesses, etc.

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

Strengths of the student.

Areas in need of the most improvement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Site Supervisor Date

**APPALACHIAN STATE UNIVERSITY**

**DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING**

**STUDENT AFFAIRS ADMINISTRATION**

***~~ HPC PROGRAM EVALUATION ~~***

Students:

With the end of your final semester rapidly approaching, I would like your opinion regarding the PROGRAM in which you are currently and have been enrolled. Your responses will remain anonymous. Please take a few minutes to complete this form and return it to my office or to my box in the main HPC office (#304 in RCOE). If you would prefer to meet with me in person to discuss your program, I would be pleased to do so.

Thank you,

Dr. Lee Baruth

I. Program in which you are enrolled:

\_\_\_ Student Affairs Administration

\_\_\_ Clinical Mental Health Counseling

\_\_\_ Marriage & Family Therapy

\_\_\_ Professional School Counseling

II. Are you a part-time or full-time student?

III. Strengths of the program:

IV. Suggestions for improving the program:

V. If you have taken the comprehensive examination, please answer the following:

a. How well did your course work prepare you for the examination?

b. What would you have liked to know about the comprehensive exam before taking it?

c. Other comments regarding comps?

(over)

VI. Who is your advisor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

1. Is your advisor available during designated office hours and at other times

by appointment?

b. Overall, are your advisement needs being met?

VII. Did you receive adequate orientation to the program and department?

VIII. What do you wish you had known about the program/department before enrolling but didn't?

IX. Please rate your program on the following continuum:

Very well below below average above well above excellent

Poor average average average average

 1 2 3 4 5 6 7

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X. Other Comments:

*Thank you for completing this program evaluation form.*