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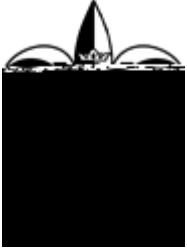
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Internships in Higher Education Administration are required for the Masters in Student Personnel Administration degree and are an elective for the doctorate in Higher Education Administration.

Students completing an internship for credit must register for 1-3 credit hours of an EDH internship course. They are required to spend at least 10 hours per week at the internship site

department tasks and duties. Student interns should take the work seriously, meeting deadlines and reporting to the supervisor.



Internship Site: _____ Student Intern: _____
Supervisor's Name: _____ Student Address: _____
Supervisor's Title: _____
Dept. Address: _____ Student Phone: _____
_____ Student Email: _____
Supervisor's Phone: _____ Faculty Advisor: _____
Supervisor's Email: _____ Advisor's Phone: _____

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1. The internship will be _____ weeks in duration with an average of _____ hours per week.
2. The internship will begin on _____ (day/month/year) and will end on or



Student Name: _____ Dates of Internship: _____
 Student Phone: _____ Internship Site: _____
 Student Email: _____ Supervisor Name: _____

Please take a few minutes to evaluate your performance at the internship site. Please evaluate yourself in comparison to other student interns/employees.

A : **A**

Please rate your performance by checking the box that corresponds with your assessment of your performance in the current internship.

_____ :

- | | | | |
|----------------------|----------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A
A | A
A | = 5
= 4
= 3
= 2
= 1
= A | Performance significantly above proficiency level
Performance above proficiency level
Proficient performance
Performance below proficiency level
Performance requires considerable improvement
Not applicable in this internsh |
|----------------------|----------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Adaptability

5. Overall attendance

6. Progress towards learning goals

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7. Time management skills **5** **4** **3** **2** **1** **A**

8. Planning skills



Student Name: _____ Dates of Internshi



Student Name: _____ Dates of Internship: _____
 Student Phone: _____ Internship Site: _____
 Student Email: _____ Supervisor Name: _____

Please take a few minutes to evaluate the student intern's performance at your site. Once completed, please review your assessment with the student intern. . The intern should be evaluated in comparison to other student interns/employees.

A : A

Please rate the student intern's performance by checking the box that corresponds with your assessment of the student intern's performance.

		_____ :	
	=5		Performance significantly above proficiency level
A	A	= 4	Performance above proficiency level
A	= 3		Proficient performance
		= 2	Performance below proficiency level
		= 1	Performance requires considerable improvement
A		= A	Not applicable in this internship experience

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