



Internship Supervisor Description Form

Applicant:

Last Name

First Name

Middle Initial

Preferred Phone Number

E-Mail Address

Internship Supervisor Information:

Last Name

First Name

Middle Initial

Institution/ Organization

Department

Job Title

Number of Years in Current Position

Work Address

State

Zip Code

Preferred Phone Number

E-Mail Address

Supervisor Educational Background:

Undergraduate Institution

Major

Graduation Date

Graduate Institution

Major

Graduation Date

Qualifications of the Site Supervisor:

The Council of Advancement for Standards for student affairs professionals has established criteria for staff members who serve as site supervisors. Supervisors should meet the following qualifications:

1. Be employed full-time at the institution in a professional position.
2. Strongly prefer a master's degree in higher education/ college student affairs or related area.
3. Have experience supervising professional full-time staff members.
4. Have the support of his/her supervisor to apply to supervise site students.
5. Have the time and resources to provide sustained supervision, including time to meet with the student on a regular basis.

Expectations of Student / Internship Assignments:

Please list definable projects and overall expectations of internship for student:

1. _____

2. _____

3. _____

4. _____

Note: Listed assignments will act as a reference point for the faculty supervisor, site supervisor, and student over the course of the semester-long internship.

Skills To Be Assessed:

Internship completion and overall assessment for the M.A. in College Student Personnel Administration/ Ed.D in Higher Education is based on 12 competencies. The listed components will guide you in evaluating the student's success and management of given responsibilities. Please review this list and retain for your records.

Academic/Career Advisement Skills	The ability to help students identify choices and make responsible decisions related to academic and/or professional career options
Assessment Skills	The ability to plan, gather, and analyze evidence to describe and improve the quality and effectiveness of the institution
Communication Skills	The ability to express ideas clearly both in oral presentations and in writing, as well as communicate effectively with different audiences (students, staff, faculty, parents, etc.)
Critical Thinking Skills	The ability to reach logical conclusions and make appropriate decisions with sound judgment
Interpersonal Skills	The ability to interact and establish relationships with students and members of the institution skillfully and helpfully
Judgment	The ability to recognize when a decision is necessary, assess the overall quality of the decision being made, and to act responsibly
Leadership Skills	The ability to get others involved in solving problems, recognize when a group requires direction, and interact with the group effectively to negotiate the accomplishment of a task
Multicultural Competence	The awareness, knowledge, and skills needed to work and communicate cross-culturally
Organizational Skills	The ability to develop strategies for the successful navigation of time, deadlines and productivity
Problem-Solving Skills	The ability to seek out relevant data and analyze complex information to determine the important elements of any problem
Supervision Skills	The ability to plan, schedule, and sufficiently control the work and strategic planning of an administrative team
Teamwork/ Collaborative Skills	The ability to collaborate with other members of the institutional environment to achieve a stated goal

Student Intern Review:

Student: I reviewed my anticipated assignments and am aware of my supervisor's expectations.

Student Signature

Date

Supervisor Review:

Supervisor: I listed my expectations and planned internship assignments. I reviewed and retained the 'Skills To Be Assessed' page and understand how to assess the intern.

Site Supervisor Signature

Date