Dear Academic Internship Site Supervisor,

Thank you for agreeing to provide a supervised academic internship experience for a graduate student in the Student Development in Higher Education program at Central Connecticut State University. Your decision to supervise an academic intern reflects your commitment to the profession and to maintaining high standards in the preparation of student development in higher education professionals.

The academic internship format depends upon the nature of the college or university, the needs of the department, and the goals of the student. However, there are certain standards that must be upheld across all academic internship sites. The information provided below is intended to assist you in your role as a site supervisor.

# What is expected of the Student?

*Hours* – Academic Interns are expected to complete a minimum of 150 hours on site during the Fall Semester, and 150 hours on site during the Spring semester. Students will work at their academic internship site for approximately 10-12 hours per week. The student will keep a log of the hours and ask you to sign off on the log at the end of each month. Students also participate in an academic seminar as part of their academic program requirements. The course (CNSL592: Internship in Student Development in Higher Education) meets for 1.5 - 2 hours each week during the Fall and Spring Semesters.

*Building Relationships* – The ultimate success of the experience as an academic intern will be strongly influenced by the quality of the personal and professional relationships that students have developed during their time as an intern. It will be through cooperative efforts with faculty and administrators that the intern will be able assist others in achieving their academic, career, and personal goals. The ability to function in helpful and caring ways, to treat others with respect, and to maintain close communication and cooperation with all members of the college community will be critical to the success of the experience.

*Professional and Ethical Considerations* – At all times, students are expected to conduct themselves professionally and to adhere to the appropriate ethical standards for the profession. Professional conduct during coursework and the internship influence a student’s reputation, acceptability and employability after graduation. Appropriate dress, decorum, respect for confidentiality and standards of performance must be maintained at all times. Academic interns should become trained on the institutional policies and should seek supervision whenever there is any doubt or confusion regarding ethical or legal requirements.

*Maintaining Confidentiality* – Confidentiality is an essential element of professional behavior. Academic interns should not discuss confidential situations with anyone but the appropriate supervisor from either the institution or the faculty. Interns should not speak to authorized persons in inappropriate contexts, such as in hallways or in cafeterias/dining halls or restaurants. Interns should ensure that there is privacy when discussing situations on the

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phone. Interns should consult with supervisors prior to discussing any situation with persons who are not directly involved. The intern should ensure that documentation is protected at all times and is handled in compliance with institutional procedures. Conversations about confidential situations should be conducted on a need-to-know basis, in private. No confidential material about a student should be shared without the student’s consent.

*Other Administrative Requirements* – By the time the academic intern begins their experience they will have obtained professional liability insurance. They will also have met with you and completed the *Academic Internship Agreement* which outlines the responsibilities of both the university and the program. Please let the student know if your department has any additional requirements.

*Other Academic Requirements -* As part of their course objectives over the two semesters students will be asked to develop at least one psycho-educational program and one training session during their Academic Internship experience to enhance their programming/training skills.

# What is expected of the Site Supervisor?

*Credentials* – The site supervisor must be a member of the student affairs profession with a Master’s degree in Student Development in Higher Education or Student Affairs Administration or Higher Education Administration and at least two years of professional experience. **(If the supervisor does not have this requirement, a co-supervisor may be put in place and will help with supervision.)**

*Work Site* – Most of the program responsibilities are outlined in the Academic Internship Agreement. The site supervisor should provide the academic intern with opportunities to engage in a full variety of student affairs, student services and student development activities. The intern will need adequate workspace, telephone, computer, office, supplies, and staff to conduct professional activities. In addition, academic interns should be provided with opportunities to become familiar with the full range of professional activities and resources.

*Face-to-Face Supervision* – In addition to receiving supervisory oversight while the academic intern is working, site supervisors should provide a minimum of one hour of face-to-face supervisory contact each week. This is a time for you to review the academic intern’s work, offer ongoing feedback, and assist the academic intern in connecting their academic course work and their practical experiences. It also allows the academic intern time to reflect on the experience, ask questions, and clarify expectations. The weekly supervisory meeting is one of the most critical aspects of your supervisee’s training experience, and for this reason we strongly recommend these meetings be held at a regularly specified time. (if a co-supervisor is added they would need to meet with the student at least bi- monthly.)

*Site Supervisor’s Evaluation* - In addition to being, a supervisor, mentor, and advocate to your academic intern, you will also have an evaluative role. You will provide a written evaluation of the academic intern’s performance on the “*Final Site Supervisor’s Evaluation*” form. CCSU collects academic interns’ evaluation data through a web-based system. You will receive an email which provides a direct link to the evaluation website. Please complete the evaluation, print a copy for your records, and submit an electronic copy on-line through the system. Your evaluation will figure prominently in the academic intern’s final grade. Evaluations will be completed at the end of the Fall semester and at the end of the Spring semester. This will allow the student adequate time to show improvements based on your supervisory feedback.

***What is expected of the University?***

*Weekly Seminar* - A faculty supervisor/instructor will be meeting with the academic intern in a weekly seminar. During the seminar, academic interns will have an opportunity to discuss their experiences with each other and receive additional supervision from the department faculty.

*Site Visits* – The faculty supervisor/instructor will be contacting you to arrange at least one site visit per Academic Internship to discuss the academic intern’s progress and address your questions and concerns.

Communication – If at any time you have questions or concerns regarding the program requirements, your responsibilities, or the academic intern, please contact the Program Coordinator. If you have immediate concerns about your academic intern please contact the students' Faculty Supervisor/Instructor, each student should provide you with this persons’ contact information at the beginning of each semester.

On behalf of CCSU and the Department of Counselor Education and Family Therapy, we thank you again for your role in training future generations of competent and ethical student development in higher education professionals.

Sincerely,

Dr. Jelane A. Kennedy, LPC, LMHC, NCC

Pronouns: they, them, their, she, her

Professor

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