**Preparing *Competent, Committed, and Reflective* Professionals.**





**AUBURN UNIVERSITY SYLLABUS**

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| **1.** | **Course Number:** | HIED 7920 |
|  | **Course Title**: | Administrative Internship in Higher Education |
|  | **Credit Hours:** | 3 semester hours |
|  | **Class Meetings:** | TBD |
|  |  |  |
|  |  |  |
|  | **Office:** | Haley Center – 4th floor |
|  | **Office Hours:** | TBD |
|  |  |  |

**2. Date Syllabus Prepared:** 2014

**3. Required Text:** none

**4. Course Description:** Opportunities for interns to put into practice knowledge and skills learned during graduate coursework.

**5. Course Objectives:**

I. Provide instructor with an initial letter from the supervisor of the student’s internship describing briefly the work the intern will perform;

II. Keep a journal of activities in the internship (in Blackboard); III. Arrange, if practicable, for a site visit by the instructor;

IV. Submit the journal (Objective II above) and a summary of the internship experience. The summary should be approximately five (5) pages in length;

V. Provide the instructor with an evaluation from the supervisor of the student’s internship; and

VI. Dedicate approximately ten hours of internship activity each week to your assigned unit.

**6. Course Content:**

Each internship is a unique experience designed cooperatively by the student, instructor and/or advisor, and unit supervisor.

**7. Course Requirements:**

I. Letter from the supervisor of the student’s internship describing briefly the work the intern will perform.

II. Keep a journal of activities in the internship to be submitted at semester’s end.

III. Summary of the internship experience. The summary should be approximately five

(5) pages in length and is to be submitted at semester’s end. IV. Provide an evaluation from the supervisor of the internship.

**8. Grading and Evaluation Procedures:**

The final grade for the course will be based on the following: Class participation and

letter from supervisor…………... 100 pts.

Evaluation………… ..……...……... 300 pts. Summary…………... .……...……... 300 pts. Journal…………………………..… 300 pts.

Total……………………… 1000 points

The following grading scale will be used:

900 - 1000 = A

800 - 899 = B

700 - 799 = C

600 - 699 = D Below 600 = F

**9. Class Policy Statements:**

A. Students are expected to attend all class meetings and participate in all classroom exercises. Should students need to be absent for any reasons, please contact the course instructor before missing that class meeting.

B. Students are responsible for initiating arrangements for missed work due to excused absences.

C. Students who need special accommodations should make an appointment to discuss the Accommodation Memo during office hours as soon as possible. If you do not have an Accommodations Memo, contact the Program for Students

with Disabilities, in 1244 Haley Center as soon as possible. Telephone: 334-844-

2096.

D. A grade of incomplete will not be given except under extreme circumstances as determined by the instructor.

**10. Important Dates & Deadlines**

Week 1. Meet with instructor and other interns. Review internship expectations.

Internship with assigned unit.

Mid-Semester Check in with instructor

Internship with assigned unit.

Week 14-15. Final meeting with instructor. All work due.

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**Nine Stages in HIED 7920 Internship**



1. Are you still finalizing Internship (Intern, and Unit Supervisor)?

2. Had your first meeting (Student and Unit Supervisor)?

3. Draft initial letter describing Internship (Student for the supervisor) – on letterhead from the unit where intern is serving. Intern letter goes in student’s file.

5. Begin/Resume Internship

6. Weekly Journal entries

7. Finishing Internship and writing Summary of Internship Experience

8. Evaluation of Internship

9. Final Meeting HIED 7920 “debrief” – All work is due.