



Higher Education Student Affairs Graduate Program Internship Manual for Site Supervisors

Department of Human Services
College of Education & Allied Professions
Western Carolina University
McKee G22
Cullowhee, NC 28723



COLLEGE OF EDUCATION
& ALLIED PROFESSIONS

Dear Internship Site Supervisor,

Thank you for selecting a [Higher Education Student Affairs \(HESA\)](#) graduate student to serve as an intern in your department. I am so pleased our students are able to work with organizations such as yours, where they can contribute their skills while observing and learning from knowledgeable and dedicated professionals. While working in your department, the student is simultaneously enrolled in an internship course (HESA 683, 684, or 685), and I am the course instructor. The internship course placements are required for the master's degree in Higher Education Student Affairs at Western Carolina University. All students are required to complete at least 300 supervised internship hours across two courses in an area of student affairs, academic affairs, or related area at an approved internship site. The primary purpose of the internship is to enhance the student's learning through hands-on experience with the opportunities and demands of work in the student services field in higher education.

In this document, I have included important information that will help both you and me support and evaluate the student:

1. The Role of the HESA Site Supervisor (5 guidelines)
2. Evaluation Form of HESA Intern by Site Supervisor (due at the end of the term)

If there is anything I can do, as the course instructor, to strengthen your connection to the program or to enhance our students' experience, please do not hesitate to contact me. Best wishes for a productive and enriching semester and thank you so much for all you do!

Sincerely,

A handwritten signature in black ink on a light blue background. The signature appears to be "April L. Perry".

April L. Perry, PhD ([she/her](#))
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Communication|Strategic|Discipline|Maximizer|WOO

**Evaluation of the HESA Graduate Intern
By the Site Supervisor**

Due: Last Friday of the term

Upon completion of this form, please return this to the Internship Course Instructor
at alperry@email.wcu.edu

***DO NOT GIVE IT TO THE INTERN TO RETURN**

Note: Site supervisor's evaluation is worth 60% of student's grade in the Internship course.

Graduate Intern: _____

Supervisor: _____

5. Rate the intern you supervise on a scale of 1-4 based on the criteria below according to their level of accomplishment or ability demonstrated in the internship this semester:

4 =exceptionally high level; a superior performance; exceeded expectations

3 =high level; good; consistent with expectations

2 =moderate level; adequate; met some but not all of expectations

1 =low level; definite improvement needed; did not meet expectations

_____ Degree to which the intern has met the overall objectives and the internship responsibilities

_____ Ability to assume active responsibility within the office or department

_____ Development of practitioner skills and competencies

Ability to work effectively with people 15 >>BDC 12 -0 0 12 54 518.4 Tm ()Tj EMC ET /P <</MC