

Student Affairs Internship Opportunities for MEd Majors

Internship Overview

The Division of Student Affairs at the University of Pittsburgh is excited to partner with the Graduate School of Education to offer internship experiences for students participating in the Student Affairs track of the Master of Education (MEd) Program. Students may select from a variety of departmentally based internship options within the Division of Student Affairs. Each internship experience is custom designed to provide students with an opportunity to:

- learn first-hand about the professional roles and responsibilities of student affairs administrators;
- gain significant practical experience by engaging in program development and implementation; and
- obtain valuable feedback on the development and demonstration of professional skills.

Integrating Theory and Practice

Each internship experience will provide students with the opportunity to integrate theory and practice by working side-by-side with a student affairs' professional who will serve as a site mentor. The experiences provided will help students develop a deeper understanding of the functional areas within student affairs and how those departments contribute to the development of the whole student at the University of Pittsburgh. Through the internship, students will:

- apply theory and research to practical students affairs work;
- develop and apply skills such as problem solving, collaboration, program planning and implementation, working with student leaders and campus administrators, and evaluation;
- gain a better understanding of their skills in the field of student affairs;
- develop a professional portfolio and build a professional network; and
- become experienced practitioners.

About Student Affairs

Under the leadership of Dr. Kathy Humphrey, assistant provost and dean of students, the vision of the University of Pittsburgh Division of Student Affairs is to provide Pitt students with the best collegiate experience in the world. A lofty goal indeed, but attainable because the student affairs' staff works diligently in collaboration with and in service to academic and non-academic units, to actively contribute to the education of the whole student by providing learning experiences and opportunities—through programs and services—designed to prepare students to be successful in the global community.

www.studentaffairs.pitt.edu

The division consists of 10 departments, including:

- **Career Development**
- **Counseling Center**
- **Cross-Cultural and Leadership Development**
- **Disability Resources and Services**
- **International Services**
- **Residence Life**
- **Student Conduct**
- **Student Employment and Placement Assistance**
- **Student Health Service**
- **Student Life**

Steps to Securing an Internship

- Student meets with their advisor to discuss their desire to participate in an internship experience
- Student contacts potential site supervisor to conduct meeting to discuss the internship experience
- Student meets with internship supervisor to discuss the experience
- Student signs confidentiality agreement
- Student writes prospectus detailing what they understand they will get out of the experience including learning outcomes, details about the project they will be working on, and the hours they will engage in the experience (10 hours per week recommended).
- Prospectus is reviewed and signed by the site supervisor
- Signed prospectus is submitted to the student's advisor

Prerequisites

All interns must successfully complete two courses prior to engaging in the internship experience: Student Services Management and Student Development Theory to Practice. In addition, students wishing to intern in Residence Life, Disability and Resource Services, or the Counseling Center must also have taken the Counseling Course prior to the internship.

Grading

Each student will be required to develop a three-page internship prospectus that outlines the learning outcomes for the experience. This document is an agreement between the student and the site supervisor that captures the expectations of each party relating to the experience. The paper should include the scope of the project that is negotiated at the beginning of the internship experience.

Each student will be required to submit a 10-page paper at the end of the internship experience that looks at developmental theories and how they are operationalized within the internship site. The paper also should include information about how assessment is used within the scope of the internship (i.e. how is assessment used within the department to determine effectiveness of programs and services). Site supervisors also will submit an evaluation of the intern's performance and the outcome of the project.

Student Affairs Internships

Student Affairs Central Office

The Division of Student Affairs Central Office offers two administrative internships. One intern will have the opportunity to gain an overview of the entire student affairs operation, with special emphasis placed on assisting the dean of students with student contact hours and the monthly dean's hour, student conduct, and finances. The other intern also will gain a thorough overview of the division, and in addition, will be assigned a special benchmarking project to assist in gathering information about other institutions.

www.studentaffairs.pitt.edu

Career Development

The Office of Career Development offers an opportunity for students to learn the organizational structure of the department and the primary responsibilities of a career counselor/consultant. Interns will learn the techniques used by career counselors/consultants to train undergraduate students in the craft of resume and letter writing, as well as interviewing skills, and gain understanding of the responsibilities of a career counselor/consultant by progressively performing the duties along with staff.

www.career.pitt.edu

Counseling Center

This internship in the Counseling Center will enable students to gain a general understanding of the overall functions of the department with special focus placed on acquiring knowledge and skills related to education, awareness, and prevention of sexual assault on campus. Working in Sexual Assault Services, the intern will gain knowledge of various types of services provided and partners who assist in this endeavor, as well as have the opportunity to assist in recruiting and training undergraduate peer educators. Evaluation and assessment techniques also are taught.

www.counseling.pitt.edu

Cross-Cultural and Leadership Development

The Cross-Cultural and Leadership Development Center will offer an internship that will provide valuable administrative experience, focusing on programming needs for international students and leadership development. Interns also will work directly with three important programs: Leadership in Action, Greek Life, and the Honest Conversation Series. The interns will work in an area that fosters cross-cultural collaboration and communication among many student organizations, and be engaged in program planning and implementation, fostering relationships between the campus and external communities, as well as developing marketing strategies.

www.o3cl.pitt.edu

International Services

This internship in the Office of International Services concentrates on the interface of student affairs and international education. The primary objectives are to 1) become familiar with major components associated with international education, including admissions and credential evaluation; immigration services; orientation and social programming; study abroad; English as a Second Language; and issues in internationalizing the campus; 2) gain experience working in two or three of these areas; and 3) stimulate deliberate thinking reflective thinking toward a professional career in international education.

www.ois.pitt.edu

Residence Life

The Office of Residence Life offers internship opportunities designed to foster understanding of the impact living environments have on a student's development. Interns will develop a thorough understanding of residence hall administration, with special emphasis on program planning and implementation, and engage in the collaborative nature of programming, working with Residence Life staff and campus constituents on programs such as the First-Year Experience and the Alcohol Task Force. Interns also will learn about the administration of the University's Conduct System and its educational component.

www.reslife.pitt.edu

Student Conduct

The Office of Student Conduct offers an internship that will provide understanding of the administration of the student conduct process at a large institution while giving the student an opportunity to create a procedure manual. Interns will develop an understanding of student conduct protocols and learn departmental functions ranging from advocacy and conducting preliminary conferences, to processing judicial complaints and hearings.

www.studentaffairs.pitt.edu/usjs

Student Health Service

The Student Health Service offers an internship for students who are interested in learning about the functions of a full-service student health service operation. The intern will learn about clinical work, administration, pharmacy operations, and health education, as well have the opportunity to observe and participate in Pitt's PEAR (Personal Education, Assistance, & Referral) alcohol education program. Students also will assist in developing PantherWell programming as part of Pitt's peer health educators network.

www.studhlth.pitt.edu

Student Life

This internship will provide an opportunity to work with one of the largest units within the Division of Student Affairs—Student Life, which oversees nearly 350 on-campus organizations, the Student Government Board, Pitt Program Council, Pitt student media, and the operations of the William Pitt Union. The intern will receive an overview of the administration and guiding principles of these key areas, be involved in event management from start to finish, and plan, produce, and assess a student event (Late Night event at Nordy's recreation center). Interns will gain an understanding of the importance of developing student leaders and thriving organizations to a healthy campus life.

www.studentlife.pitt.edu

For more information on Student Affairs internship opportunities for MEd majors, please contact: Shawn Brooks, associate dean of students, 648-1199 or sbrooks@pitt.edu.