

Master of Arts in Education

Leadership in Higher Education (LHE) Program

Initial Internship Proposal Preparation Guide for Part-time Candidates

The Baldwin Wallace LHE program is designed for employed college or university professionals who wish to earn a master's degree in higher education while maintaining full-time employment. This program requires a variety of internship experiences at the applicant's current employment site. Final admission to the LHE program is contingent upon the completed Initial Internship Proposal being approved by the LHE program director.

As a part-time candidate for the Leadership in Higher Education program, you will need to complete the following steps in securing an internship:

1. Review the Initial Internship Proposal Criteria and Considerations below.
2. Complete the Initial Internship Proposal and have it approved by your immediate supervisor. If your proposed internship is not in the office where you are currently employed, both your immediate supervisor and the department administrator must approve the internship.
3. Gather signatures: yours, your immediate supervisor and, if the internship is in a department different from your own, the department administrator where your internship will take place.
4. Return the completed/signed **Initial Internship Proposal** and your **current position description** to the Baldwin Wallace University Office of Admission, 275 Eastland Rd., Berea OH 44017-2088.

INITIAL INTERNSHIP PROPOSAL CRITERIA AND CONSIDERATIONS

Criteria

The Division of Education LHE program will attend to the following criteria in the Initial Internship Proposal review:

1. ***The setting in which the applicant is employed.*** To be considered, the applicant will be employed full time in a Student Affairs, Academic Affairs or Administrative unit of a college or university. Examples of departments in these units include academic advising, student activities, career services, admission, athletics, financial aid, registration, alumni/development and academic success.
2. ***Differentiation between current job responsibilities and internship tasks.*** To be considered, the tasks of the internship will be an expansion of current job responsibilities. The expansion consists of comprehensive projects or tasks that require new administrative, service, educational, professional and/or research skills that are at an advanced (master's) level.
3. ***Supervisor and department administrator approval.*** To be considered, the Initial Internship Proposal will be planned in consultation with the applicant's

supervisor, as signified by the supervisor's and department administrator's signed approval. The supervisor may or may not also be the department's administrator.

Considerations

There are a number of factors to keep in mind while preparing the Internship Proposal. These factors include the depth and complexity of the tasks as well as the differentiation of tasks from the applicant's current job description.

Internship projects or tasks may be completed over seven semesters of part-time enrollment.

This Initial Internship Proposal focuses on the first two semesters of the applicant's program.

The internship is completed in the applicant's employing department during the normal work week. In certain circumstances, it is appropriate to intern during evening and weekend hours when offices are open (e.g., for Student Affairs activities). Additionally, to allow for a variety of learning tasks during the internship that are different from and/or expand on regular duties, evening and weekend hours associated with the scheduled activities of a different Student Affairs, Academic Affairs or Administrative unit may be used to meet internship requirements.

It is important to note that internship work must be specifically designated and clearly differentiated from the applicant's regular position duties to provide new learning experiences. Therefore, the supervisor assists the applicant in designing the internship with comprehensive projects and tasks that require new administrative, service, educational, professional and/or research skills that are at an advanced (master's) level. Furthermore, the supervisor's role may include flexing or expanding work so that the internship goals can be met.

After Internship Approval and Admission to the LHE Program

It is recommended that the internship begins **after** the first semester of enrollment to allow for application of the concepts from student's classes. Once the internship begins, the program director serves as a liaison between the LHE program and the internship site. While the Intern is supervised by the designated individual on the Internship Proposal form, the evaluation of the Intern's progress is the joint responsibility among the supervisor, the college liaison and the Intern.

INITIAL INTERNSHIP PROPOSAL

This Initial Internship Proposal must be submitted as part of your application for admission to the LHE program at Baldwin Wallace University. The Proposal will be reviewed for approval by the director of the LHE program. The Proposal must include the signatures of your current position supervisor and the department or division administrator if the administrator is not your immediate supervisor.

Applicant's name _____
(Please print) Last First Middle or Maiden, if applicable

Applicant's best phone for contact _____ / _____ Applicant's email _____
Area Code Number

Employment Information

Name of college/university _____

Address of institution _____

Applicant's work phone _____ / _____ Date of hire _____
Area Code Number

Current job title _____

Name of current supervisor _____ Supervisor's title _____

Supervisor's phone _____ / _____ Supervisor's email _____
Area Code Number

If the internship will be conducted, even in part, in a department other than the employing one, please complete the following.

Department (other than the employing one) _____ Name of supervisor _____

Supervisor's phone _____ / _____ Supervisor's email _____
Area Code Number

Description of Proposed Initial Internship Experience

Describe a specific project or set of tasks that you will undertake as part of the internship experience. (Use separate paper if needed.)

Explain how this internship experience is different from the work you normally perform in your current position. (Use separate paper if needed.)

INITIAL INTERNSHIP PROPOSAL AGREEMENTS

To be signed by the applicant:

I have read and understand the Initial Internship Proposal Criteria and Considerations. I have consulted with my employer and internship supervisor regarding the Proposal. I understand that participation as a part-time student in the Leadership in Higher Education program is contingent upon approval of the internship by the Leadership in Higher Education Program Director.

Applicant's name _____

Applicant's signature _____ Date _____

To be signed by the applicant's supervisor (department administrator):

I have read and understand the Initial Internship Proposal Criteria and Considerations. In addition, I support and approve of the Proposal for the above named applicant. I understand that this may require flexible work assignments and scheduling in order to meet the student's educational needs. As the internship supervisor, I attest that this work can be achieved in the office(s) designated in the Initial Internship Proposal.

Department administrator's name _____

Department administrator's signature _____ Date _____

To be signed by the internship supervisor if the Internship will take place in a department different from the applicant's full-time employment:

Internship department _____

Internship supervisor's name _____

Internship supervisor's signature _____ Date _____

***THE APPLICANT SHOULD RETURN THE INITIAL INTERNSHIP PROPOSAL,
SIGNED PROPOSAL AGREEMENTS, AND A
COPY OF HIS/HER CURRENT POSITION DESCRIPTION TO:***

Baldwin Wallace University, Office of Admission, 275 Eastland Road, Berea OH 44017-2088

For office use only

To be signed by the director of the Leadership in Higher Education Program:

Director of LHE Program _____ Date _____