

Morgan State University Department Of Advanced Studies, Leadership, & Policy Higher Education Practicum/Internship On-Site Confirmation

Questions? Email virginia.byrne@morgan.edu

Date:	Semester:	
Name:		
Address:		
Email:		_
Preferred Phone: ()		

Practicum Site

Provide details on where you will fulfill your Practicum/Internship experience

Host Institution/Department	

Address:

Site Supervisor	
Name:	
Title:	
Phone: ()	

E-mail:

Student & On-site Supervisor Confirmation

Our signatures indicate that we understand and will abide by the following guidelines for completing the Internship experience at this site:

Students are required to:

- 1. Complete supervised Internship experiences equivalent to a minimum of 150 hours over the course of one semester (minimum of 10 weeks). In general, quality is more important than quantity; the higher the intensity of the experience, the less the hours required. In this situation, the exact number of hours is worked out on a case-by-case basis with each student in consultation with the on-site supervisor and the faculty member.
- **2.** Complete supervised Internship experiences that conform to the following minimum requirements:
 - **a.** Engage in direct service and experiences with students in order to foster the development of student affairs skills, including some work with groups. Direct experiences with students or groups should account for no less than 50% of intern's time. Answering phones, filing, and general office/desk work do not count toward the total hours.
 - **b.** Engage in weekly individual supervision throughout the Internship, usually performed by the on-site supervisor.
 - **c.** Participate in any scheduled supervision with faculty supervisor throughout the Internship as required.

The Site Supervisor is expected to:

- **1.** Provide an opportunity for the Intern to become familiar with a variety of professional activities and resources.
- **2.** Provide direct work with students/group that account for no less than 50% of Interns time.
- 3. Offer individual or group supervision to the Intern on a weekly basis.
- **4.** Complete both a mid-term and a final evaluation of the Intern's performance, providing any relevant documentation.

	/
Site Supervisor's Signature	Date
	/
Student's Signature	Date