The experiential components (i.e., practicum and internship) of the Student Personnel in Higher Education (SPHE) graduate degree program play a critical role in students’ professional learning and development. In addition to exposing students to the diverse career opportunities that exist within student affairs, these practical experiences provide future student affairs professionals with an opportunity to make valuable contributions to a program or office on campus. Consequently, it is imperative that the site supervisors and SPHE students have a clear understanding of what is expected of them throughout the duration of this appointment.

**Expectations of Site Hosts and Supervisors**
The site host or supervisor for each program or department sponsoring a practicum and/or internship for SPHE students must:

A. Be a professional employed at the site.
B. Have academic and/or professional credentials exceeding those of the student.
C. Assume primary responsibility for coordinating, managing, and/or facilitating the student’s professional preparation and development activities at the site.
D. Provide the student with sufficient workspace and resources (i.e., desk, computer, office supplies) needed to complete their assigned responsibilities.
E. Commit to a minimum of one hour per week of one-on-one meeting time with the student.
F. Provide the student with feedback about their performance at the midterm and end-of-the semester progress report.

**Expectations of SPHE Students**
The SPHE student participating in a practicum and/or internship must:

A. Meet the minimum number of hours required for that appointment.
B. Commit to a minimum of one hour per week of one-on-one meeting time with the site host or supervisor.
C. Maintain an accurate account of his/her hours worked to fulfill experiential requirements.
D. Meet at midterm and end of the semester with the site host or supervisor to discuss the student’s progress.
E. Satisfactorily complete all tasks assigned by the site host or supervisor.
F. Maintain a professional appearance and dress attire appropriate for the site.
G. Complete a total of 150 hours as part of a three credit hour practicum or a total of 250 hours as part of a five credit hour internship.
H. Complete the one credit hour Group Supervision course (EDH 7942) that coincides with the practicum and internship.

*As a site host/supervisor or SPHE student, your signature below indicates that you agree to meet the expectations listed above throughout the practicum and/or internship experience.*

**Supervisor’s Signature:** ________________________________  **Date:** ____________

**Student’s Signature:** ________________________________  **Date:** ____________

Return completed form to Angela Rowe (1215 Norman Hall) no later than the last day of registration for the semester in which you plan to enroll.

*(JDPR/11.15.13)*