

**SYLLABUS**  
**HIED 668/868**  
**Internship Experience in Higher Education Administration**

Fall 2005  
August 27 – December 17, 2005

Old Dominion University  
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The following information is supplemental to the Internship Handbook for Master students in Higher Education Administration.

In addition to the reflective journal and completion of Forms A, B, C, D, and E, students will be required to meet with the University Internship Advisor three times during the fall semester for professional development workshops. The purpose of these workshops is to assist you in maximizing your internship experience as an administrator and to strengthen leadership skills that will be necessary as you enter the workforce. These meetings will occur at the beginning of the semester, mid-semester and at the end of the semester.

As part of your final grade, you will need to submit a portfolio of activities and a final report of your internship experience due on Monday, December 12, 2005 by 12:00 Noon. The report can be submitted in the form of a hard copy or electronically via email. There is no minimum number of pages however the report should not exceed 10 pages. All reports should have 1 inch top, bottom, and side margins and double-spaced.

The final report **will not be shared with your employer without your approval**. Reports should include the following:

1. Description of key tasks and responsibilities performed during your internship, including your assessment of the most valuable things you learned and “If I could do it again, what would I do differently?”
2. Evaluation of the overall supervision, training and learning environment provided by your employer.
3. Discussion of any discoveries regarding your leadership style and/or philosophy as well as any professional development opportunities you’ve discovered you will need to be an effective administrator in higher education.
4. How well the Higher Education Administration Program prepared you for your internship including a description of how your formal education and work experiences were interrelated.
5. Recommendations for improvement of your specific internship position and the Higher Education Administration program in general.

Please note that as you prepare this report you should refer to theories, models, concepts, related research literature, class discussions, etc. that you’ve experienced in your Higher Education Administration program courses. It is also recommended that you use your reflective journals to help you complete your final report.