The Magic of the Internship
Creating an Opportunity for the Professional Advisor and the Graduate Student

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Abstract

• The number of graduate students interested in careers in academic advising is growing. The practicum/internship in academic advising allows graduate students experience how student development, policy, and administration occurs in the academic setting. The practicum/internship also creates an opportunity for the professional advisor to gain valuable supervision experience, especially if supervision is not a primary job responsibility. A supervisor and graduate student will share their perspectives of the practicum/internship, as well as discuss how to introduce create the opportunity for your office.
Who is in the room?

- Functional area: advising, residence life, academic success/tutoring, other
- Supervisors
- Graduate students
- Professionals looking to take on supervisory responsibilities

Internship in Academic Services

- Who hosts an internship and what does it look like?
  - Academic Advising
  - Academic Success and Tutoring
  - Career Services
Internship in Academic Services

• What is the internship (at Kent State University)?
  • 150 hours per semester
  • Student responsibilities
  • Faculty Supervisor
  • Internship Supervisor

Internship in Academic Services

• Why do higher education students complete an internship?
  • Experience in new functional area
  • Required for graduation
  • Assistantship does not offer what academic services offers
  • Lecture courses vs. practical experiences
  • Transferrable skills
Internship in Academic Services

• Why did I choose academic advising?
  • Unsure of career path
  • Transferrable skills
  • Connecting assistantship with internship
  • Recommendation

College of Arts & Sciences Advising Internship

• Office Background
  • 5500+ undergraduate students
  • 48 degree programs
  • 12 academic advisors / advising administrators
College of Arts & Sciences Advising Internship

• What our interns do
  • Advise current students regarding curricular requirements
  • Discuss academic objectives
  • Review career options and goals
  • Explain registration procedures
  • Participate in evening advising

College of Arts & Sciences Advising Internship

• The need for graduate interns
  • Number of undergraduate students / advising staff
  • Funding
  • Opportunities for graduate students
  • Opportunities for professional staff to train
Onboarding and Training

- Recruitment
  - Table at KSU Practicum Fair, followed by interviews

- Training
  - Placement, degree requirements, campus resources, policies and procedures
  - Technology, office protocol
  - Appointment observation / reverse observation

Onboarding and Training

- Determining Training Topics
  - Changing needs of office
  - University / College / catalog changes
  - Background of graduate student

- Delegating Training to Colleagues
  - Utilize strengths of colleagues and provide opportunity to train
  - Interns learn about different advising styles
Thank You.

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