

**DESCRIPTION AND PROCESS OF INTERNSHIP/WORK OPPORTUNITIES FOR
NORTHWESTERN UNIVERSITY'S MASTER OF SCIENCE IN EDUCATION IN
HIGHER EDUCATION ADMINISTRATION AND POLICY
2006-2007**

One important expectation of Northwestern University's Higher Education Administration and Policy program is that all of our graduates will have significant field experience in higher education. Many of our students are already higher education professionals. Others have applied to our program in hopes of preparing for a career in higher education, having come either directly from an undergraduate program or from another career. In order to provide strong field experience for these students, and to help them offset some of the expense of graduate education, we have developed two forms of field-based financial assistance. These paid internship opportunities are awarded on a competitive basis. Unpaid internships are also available.

Types of Internship Opportunities

The *first* form of paid internship is a five-quarter program, which is supported through federal work-study funds. Consequently, successful applicants for these internships, who are selected on the basis of previous academic and work achievement and an interview, must also be eligible for federal work-study funds based on the federal financial need analysis. There are currently three of these internships available for students who matriculate into the Higher Education Administration and Policy program for fall of 2006. These internships provide professional field experience in departments at Northwestern over periods varying from one to five quarters. Interns will work approximately 20 hours per week during each quarter of the internship and are required to register full-time (three courses) during each of the five internship quarters (fall, winter, spring of year one; fall and winter of year two). Compensation is approximately \$4500 per quarter. The program provides no financial support during the summer months. Students are expected to complete the five-quarter internship program at the end of the winter quarter of the second year and to receive the diploma in June of that year. To be eligible for consideration, candidates must be United States citizens, eligible for federal work-study funding, and must:

- Apply to and matriculate into the Master of Science in Education (MSEd), Higher Education Administration and Policy program for fall of 2006;
- Agree to follow the curriculum designed to accompany the internship model.

To apply for the five quarter, paid internship, please complete and return to the MSEd office:

- The MSEd Application for Matriculation, due January 6, 2006 (deadline for early decision);
- The Internship Application, including contact information for two professional references and resume (this is listed on page 5 of the Application for Matriculation);
- Upon admission, the Confirmation of Intention to Register form, due April 1, 2006.

In addition, please complete the Free Application for Federal Student Aid (FAFSA), which is on line at www.fafsa.ed.gov, due January 6, 2006.

The *second* type of paid internship, which is supported by a graduate assistant position from the MSEd programs, involves working on some project within the MSEd office. These positions are awarded on the basis of academic and work accomplishments. There will be at least two graduate assistants appointed to begin fall of 2006.

The appointments are made for four academic quarters (fall, winter, spring, summer) and involve approximately 15 hours of work per week in the MEd office. The graduate assistant positions are compensated each quarter by a tuition remission equal to the price of a single course (approximately \$2265 in 2006-2007), plus a small stipend to cover other expenses (approximately \$600 per quarter). Application for a graduate assistant position is initiated by checking the appropriate box on the MEd application for matriculation. Finalists for the assistantships will be contacted for an interview. To be eligible for consideration, the applicant must be a U.S. citizen and enrolled for a minimum of two courses each quarter.

In addition to paid internships, students in the Higher Education Administration and Policy program may develop internship opportunities through their own efforts at Northwestern University or other local institutions of higher education. Often, interns receive academic credit, but not financial compensation for the internship. In the past, many of our students developed professional relationships during their internships that led to part-time and full-time jobs before or upon graduation from the Higher Education Administration and Policy program. Our program staff provides guidance in locating internships as needed.

Description of the Internship Process

The student and the internship supervisor jointly develop the internship experience. The internship contract plan outlines the duties/tasks to be performed by the student and the objectives that the internship is designed to meet. The contract form may be downloaded from the MEd web site: http://www.sesp.northwestern.edu/docs/HEAP_InternshipContract.pdf. The form asks for the following:

1) description of the setting in which the internship is taking place; 2) scope of the internship, including number of office hours (at least 200 hours per quarter); 3) purpose of the internship; and 4) evaluation criteria for the internship, including tasks and activities that the intern will complete and the person(s) responsible for making the evaluation. The Coordinator of the Higher Education Administration and Policy program must approve this contract before the student begins the internship.

At the end of an internship, the supervisor evaluates the intern with an Internship Evaluation Form (also located on the MEd web site). The evaluation criteria include general professional behavior and communication, leadership, analytical, and collegial and community-building skills. In addition, the intern is evaluated with reference to specific experiences pertaining to the internship that are assigned high professional importance by the supervisor.

In the past, our students have had a variety of internship opportunities in different areas of higher education administration, including, but not limited to: student activities, student affairs, international studies, career services, study abroad, admissions, financial aid, development, alumni relations, and teaching and learning centers. We believe that these internship opportunities enhance the overall academic and professional preparation, as well as the employment credentials, of our Higher Education Administration and Policy graduates.