

MASTER OF ARTS IN HUMAN SERVICES, ST. EDWARD'S UNIVERSITY

GUIDELINES TO COMPLETING THE MAHS INTERNSHIP PROPOSAL FORM

Please note you need to find an internship and a professor prior to completing the MAHS internship proposal. Completion of an internship requires 150 hours of work, so if the hour requirement will be a problem for you, please take this course another semester. It is offered very semester. The following proposal must be submitted 30 days prior to enrollment in HSEL 6328 or HSCR 63248.

The MAHS Internship Proposal and application process entails the completion of two documents: a proposal and a permission form to the MAHS office. The first document outlines the requirements of the written proposal document. The proposal consists of a short paper describing in-depth the student's proposed internship. It is imperative that the student and instructor work closely in planning the internship before the student submits his/her proposal to the MAHS office.

Writing the proposal necessitates the student clearly articulate the goals of the internship and the proposed methods for attaining the goals. The methods may be part of the activities and roles of the student intern. The outline of the proposal document is as follows:

- I. Background
- II. Description of Internship
- III. Involved Parties
- IV. Roles and Responsibilities of the Intern
- V. Roles and Responsibilities of the Site Supervisor(s)
- VI. Compensation
- VII. Resolution of Disputes

The second form is the Permission Form composed of authorized signatures, contact information, and a summary of the internship learning objectives, tasks and responsibilities. *These two documents are to be submitted to the MAHS program 30 days prior to the semester you are requesting to enroll in an internship.* The documents may be emailed to the MAHS office or faxed to the Graduate School of Management at 512-416-5819.

Further, the site supervisor, the student, and the instructor may evaluate the internship experience. It is required that the instructor evaluates the internship with a grade. The site supervisor and student have the option of a formal evaluation provided by the MAHS internship evaluation forms. An explanation of how this evaluation will be accomplished is required. MAHS Optional Evaluations:

- Mid-Term Internship Evaluations for Supervisors
- End-of-Term Internship Evaluations for Supervisors
- End-of-Term Internship Evaluations for Students