

Report on the Internship Experience by the Intern
Form available at <http://www.bgsu.edu/colleges/edhd/hesa/page58316.html>

Your Name Leslie Meyer Date 12/6/11

Your Supervisor Wendy Howe

1. What were the three competencies you used most in the context of your internship this semester?

1st Advising & Helping What is your artifact for this competency? Spreadsheet summarizing my student meetings thus far

2nd Personal Foundations What is your artifact for this competency? Informational Interview notes w/ staff members during my training

3rd Equity, Diversity & Inclusion What is your artifact for this competency? _____

2. What competencies did you improve upon most this semester?

1st Advising & Helping What is your artifact for this competency? Banner Database Training

2nd Personal Foundation What is your artifact for this competency? Journal Entries

3rd Equity, Diversity & Inclusion What is your artifact for this competency? Certificate of attendance for Multicultural Communication & Advising Workshop in Columbus

3. Describe the quality of your interactions this semester with your supervisor, staff, and students.

I have been open and honest with my supervisor this semester. While a few situations when I have had to share my frustrations have proved to be difficult, she was open and willing to listen. We only see each other once a week for our regularly scheduled meetings, but the meetings are constructive.

4. What have been the positive features and strengths of your internship experience this semester?

The positive features and strengths of my internship experience this semester really focus around relationships that I have built with some of the advisors and staff members at Owens. I feel that I have several supportive and encouraging people that I can go to, bounce things off of, etc.

5. Have there been any drawbacks or limitations to your internship experience this semester?

The biggest drawback occurred throughout the first 6 weeks of the semester when I didn't have a desk and had no one directing my training. Things have improved greatly since then.

6. How successful have you been in balancing the time and energy demands of graduate coursework and internship responsibilities?

At some points during the semester I did well balancing things, but at other times I really felt the pressure of upcoming deadlines for projects and papers. It's all about time management and having a plan in place. I just need to organize my time and stick to the plan.

7. What are you looking forward to most about your internship next semester?

I'm looking forward to actually having an assigned academic advising caseload and feeling more comfortable with the programs so that I can be even more effective meeting with students.

8. How helpful have these 6890 meetings been to you? Any comments or suggestions?

The 6890 meetings have been very helpful this semester. I've enjoyed hearing about others' experiences and it has been encouraging to know that others are experiencing highs and lows in their internships, too. I also find it helpful to discuss the competencies so that I continue to keep them "top of mind" throughout my internship experience.

9. On the following scale, how would you rate your overall level of satisfaction with your internship experience this semester? (1=terrible, 2=unhappy, 3=mostly dissatisfied, 4=mixed, 5=mostly satisfied, 6=pleased, 7=delighted)

Your response 5

Please return to:

[Student's Advisor]
Department of Higher Education and Student Affairs
330 Education Building
Bowling Green State University
Bowling Green, OH 43403-0249

Evaluation of the Graduate Intern by the Supervisor*

Due Last Week of Classes

Graduate Intern _____ Leslie Meyer _____ Date_ 12/8/2011 _____

Supervisor _____ Wendy Howe _____

1. Briefly describe the primary assignments and responsibilities the graduate intern has carried out this semester.

- Advising-During the past few weeks Leslie began the transition from advisor training to advising. She has been assigned a caseload of Arts & Science students. The transition is going well. She is continuing to develop her network of advising support. Leslie is very excited to begin interacting with students.
- Online chat Advisor-Leslie has trained and begun assisting new and current students through our online chat.
- New Student Orientation (NSO) Facilitator-She has gone through NSO training, observed the facilitation, and will be facilitating upcoming NSO sessions.
- Career Advising initiatives-Leslie participated in a meeting between Career Services and Advising to foster collaborative efforts in working together to serve our undecided student population. One of Career Services top initiatives has included increased presence in the classroom. Leslie inquired about partnering with students who have had positive experiences utilizing Career Services to present in the classroom. Leslie is currently working with key people to make this happen.
- Organizing/facilitating advisor training session-Leslie and a few other advisors have expressed interest in ``Safe Zone`` training. Owens hosted this training a year ago, but does not have plans in near future to host it again. Leslie is working with BG to bring this training to Owens for interested advisors.
- Advising related projects-Leslie's inquiries during our CSP Intern meetings have led to conversations of her working on gathering information that would assist advisors. One project she'll be working on is obtaining syllabi of frequently taken courses at Owens and housing these syllabi on the advising blackboard to enable advisors to have a better understanding of course content and work load to assist students with creating balanced schedules.

2. Rate the intern you supervise on the criteria below according to his or her level of accomplishment or ability demonstrated in the internship this semester:

4=exceptionally high level; a superior performance; exceeded expectations

3=high level; good; consistent with expectations

2=moderate level; adequate; met some but not all of expectations

1=low level; definite improvement needed; did not meet expectations

__3__ a. Degree to which overall objectives and internship responsibilities have been met by the

intern.

__3__ b. Ability to assume active responsibility within the office or department.

__3__ c. Development of practitioner skills and competencies.

__3.5__ d. Ability to work effectively with people.

__3.5__ e. Reliability and maintenance of appointments and commitments.

__3__ f. Ability to balance time and energy demands of graduate coursework and internship responsibilities.

__3__ g. Ability to function effectively independent of close supervision.

*If you prefer to use a letter or another form to evaluate an intern's progress, you may submit that in lieu of this form.

3. In what area(s) does your intern show particular promise or unusual talent?

In what area(s) would you recommend your intern attempt to strengthen his or her skills?

She has expressed that her greatest interests are with Advising and Career Services. It is too early for me to identify particular promise or unusual talent as she has just finished training and begun the transition to advising.

Regarding strengthening her skills, during the CSP Intern meetings we have begun reviewing and discussing the competencies and considering opportunities to further develop these. We will continue to review these in future meetings.

4. Are there any other comments with respect to your evaluation you would like to share with us about the intern?

Leslie started her internship during a very chaotic time at Owens not only with the peak registration, but also in the midst of a great deal of advising transition. She remained very patient and persistent during this time.

I am very excited to have Leslie on board and look forward to assisting her with her development as a Student Affairs professional and seeing her talent unfold as we move forward.

5. On the following scale, how would you rate your overall level of satisfaction with your intern's performance this semester? (1= terrible, 2=unhappy, 3=mostly dissatisfied, 4=mixed, 5=mostly satisfied, 6=pleased, 7=delighted)

Your response __6__

Please return to: __Dr. Dafina Stewart__ (academic advisor)

College Student Personnel Program

330 Education Building

Bowling Green State University

Bowling Green, OH 43403-0244

Report on the Internship Experience by the Intern
Form available at <http://www.bgsu.edu/colleges/edhd/hesa/page58316.html>

Your Name Leslie Meyer Date 4/24/12

Your Supervisor Wendy Howe

1. What were the three competencies you used most in the context of your internship this semester?

1st Advising & Helping What is your artifact for this competency? Meeting with students, professional development trainings at Owens, being an new student orientation facilitator

2nd Personal Foundations What is your artifact for this competency? Handling department changes and schedule changes, change in intern supervisor

3rd Equity, Diversity & Inclusion What is your artifact for this competency? Critical Reflections in CSP 6035 have allowed me to think about my own assumptions, stereotypes, biases in advising students this semester.

2. What competencies did you improve upon most this semester?

1st Advising & Helping What is your artifact for this competency? See above.

2nd Personal Foundation What is your artifact for this competency? Journal Entries

3rd Equity, Diversity & Inclusion What is your artifact for this competency? Attended Does Race Matter workshop in Cincinnati, OH

3. Describe the quality of your interactions this semester with your supervisor, staff, and students.

There are some genuinely good people whom I have had the opportunity to meet through Owens. I feel like I have several key individuals I can call on for assistance within advising and in various offices on campus. Meetings with my supervisor have been constructive.

4. What have been the positive features and strengths of your internship experience this semester?

What I enjoy most is meeting with students and building relationships. I am really enjoying working with the diverse student population at Owens. We have quite a bit of autonomy at Owens and I feel as though I get to use my own unique style in advising. I am feeling more confident about the various majors in the College of Arts & Sciences, as well as many of the college policies and where to direct students for help in other areas outside of advising.

5. Have there been any drawbacks or limitations to your internship experience this semester?

There are so many changes happening at Owens, specifically within the advising office. I am trying to focus on how much I enjoy meeting one-on-one with students because it is easy to get caught up in all of the politics and bureaucracy if I am not intentional.

6. How successful have you been in balancing the time and energy demands of graduate coursework and internship responsibilities?

This semester has been challenging because it is the first semester that I decided to take three courses (actually four if I include CSP 6890). I am excited to be nearing the end of the semester and about six weeks ago I decided to sign up for an exercise class to begin taking better care of myself. ☺

7. What are you looking forward to most about your internship next semester?

I'm excited to work at Owens this summer and I am still waiting to find out if I can take a career counseling course at UT this summer. If I take the course, it is only from mid-May until the end of June. It will be nice to have a light course load or no course load and to focus on academic advising and my practicum at new student orientation at BGSU Firelands.

8. How helpful have these 6890 meetings been to you? Any comments or suggestions?

I continue to enjoy the 6890 meetings and it was fun to host the group at Owens.

9. On the following scale, how would you rate your overall level of satisfaction with your internship experience this semester? (1=terrible, 2=unhappy, 3=mostly dissatisfied, 4=mixed, 5=mostly satisfied, 6=pleased, 7=delighted)

Your response 4

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Department of Higher Education and Student Affairs
330 Education Building
Bowling Green State University
Bowling Green, OH 43403-0249

Evaluation of the Graduate Intern by the Supervisor*

Form available at <http://www.bgsu.edu/colleges/edhd/hesa/page58316.html>

Due Friday, December 9, 2011

Graduate Intern Leslie Meyer Supervisor Jeannette Passmore
Internship Site Owens Community College Date 12.6.12

1. Briefly describe the primary assignments and responsibilities the graduate intern has carried out this semester.

Leslie has been responsible for managing her caseload of approximately 500 students. This involves academic advising in one-on-one appointments in person, via phone, and via email. She has been an integral part of the Arts and Sciences team sharing her knowledge of theory + practice. Leslie has also spent time sharing her knowledge of various new student orientation formats. She has excelled at advocating for students and being a positive influence on the team.

2. Rate the intern you supervise on the criteria below according to his or her level of accomplishment or ability demonstrated in the internship this semester:

4=exceptionally high level; a superior performance; exceeded expectations

3=high level; good; consistent with expectations

2=moderate level; adequate; met some but not all of expectations

1=low level; definite improvement needed; did not meet expectations

- 3 a. Degree to which overall objectives and internship responsibilities have been met by the intern.
- 3 b. Ability to assume active responsibility within the office or department.
- 4 c. Development of practitioner skills and competencies.
- 4 d. Ability to work effectively with people.
- 4 e. Reliability and maintenance of appointments and commitments.
- 4 f. Ability to balance time and energy demands of graduate coursework and internship responsibilities.
- 3 g. Ability to function effectively independent of close supervision.

3. In what area(s) does your intern show particular promise or unusual talent?
In what area(s) would you recommend your intern attempt to strengthen his or her competencies?

Leslie is outstanding with students and at working with minimal supervision. She has impressed me with her ability to transfer knowledge from her prior work experience and practicums into the advising setting.

I have appreciated her positive approach to the many recent changes at the College and within our department. I am looking forward to another semester of working with Leslie and to our continued future as colleagues.

4. Are there any other comments with respect to your evaluation you would like to share with us about the intern?

I would encourage Leslie to become involved in state, regional, and national organizations as time and funds allow. She has a bright future and much to share with profession.

5. On the following scale, how would you rate your overall level of satisfaction with your intern's performance this semester? (1=terrible, 2=unhappy, 3=mostly dissatisfied, 4=mixed, 5=mostly satisfied, 6=pleased, 7=delighted)

Your response 7

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