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Hello,

Congratulations on beginning your internship semester! This is such an exciting time to apply your Adult Learning and Development coursework in a practical setting.

As part of the internship requirement of completing a project relevant to the internship experience I decided to compile this catalog of possible internship sites for ALD students for the Education Student Services Center where I completed my internship. The list is comprised mainly of sites where previous ALD students have interned along with some other sites surrounding Cleveland State University. The purpose of this catalog is to act as a starting point for ALD students entering into their internship semester by providing an overview of the internship experience and providing contact information for the different sites.

I hope that you find this list helpful as you begin the journey to finding an internship site that will provide you with an enriched learning experience. Please keep in mind that this is not an all-encompassing list and that there are a variety of paths to take for your ALD internship experience. Also, you are solely responsible for reaching out to the point of contact at your chosen internship site to determine what steps need to be taken in order for you to obtain the internship you are interested in.

When determining where to complete your internship please keep the following guidelines in mind:

- The purpose of internship is to provide students with an opportunity to gain additional skills that will allow them to move on to the next level of career development and add new skills to the students resume.
- Students should attempt to match 3 skills that they would like to acquire with a site that can provide the necessary learning experience.
- Students are required to complete 150 hours over the course of a semester (approximately 10 hours a week). This includes project hours.
- If you are still having difficulty choosing a site for your internship speak with an advisor that can help you outline your goals and suggest appropriate sites.

Best of luck,

Pam Smith
CLEVELAND STATE UNIVERSITY- Admissions Office

Location: Euclid Commons 100

Contact Name: Stacey Love Phone: 216-687-2274 Email: s.d.love@csuohio.edu

Overview: Interns will work closely with the Office of Undergraduate Admissions to edit, develop, and plan recruitment strategies for special populations (transfer, home-schooled, College Credit Plus, veterans, etc.). This position will work with sensitive data to identify trends and create subsequent strategies to assist with related programming and recruitment methodologies. In addition, in collaboration with the office of Admissions and Academic Advising, interns will support the development of strategies that influence retention, gather and interpret data on trends in special population recruitment, and support related admissions initiatives and projects as needed. (See Appendix A for full description)

CLEVELAND STATE UNIVERSITY- Admissions Office

Location: Euclid Commons 100

Contact Name: Joseph Vainner Phone: 216-523-7222 Email: j.vainner@csuohio.edu

Overview: Interns would work along with Joseph assisting primarily transfer students, veterans, homeschool students, and College Credit Plus. An internship would include some aspect of admissions or recruiting for one of these populations. Possible projects may include improving online transfer orientation and making a more intentional recruiting plan for homeschool students.

CLEVELAND STATE UNIVERSITY- Athletics Academic Advising

Location: Physical Education Building, Room 305

Contact Name: Winnie Lane Phone: 216-687-5106 Email: w.lane@csuohio.edu

Overview: Interns would assist advisors with NCAA eligibility reviews, assist with Objective Based Learning study hall, observe advising meetings with student-athletes, observe meetings with recruits, and assist with reviewing and updating student files and Degree Audit records.
CLEVELAND STATE UNIVERSITY- Center for Leadership Development

**Location:** Maxine Goodman Levin College of Urban Affairs

**Contact Name:** Robert Ziol  
**Phone:** 216-687-3509  
**Email:** r.ziol@csuohio.edu

**Overview:** Interns would be tasked with developing professional development activities and engagement opportunities associated with the Levin College academic programming. The tasks could include instructional design, marketing recruitment, evaluation, etc.

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CLEVELAND STATE UNIVERSITY- College of Science and Health Professions Advising

**Location:** Main Classroom 218

**Contact Name:** Barbara Legan-Turner  
**Phone:** 216-687-9321  
**Email:** b.turner@csuohio.edu

**Overview:** Interns will assist with student outreach efforts, which assist the academic advisors. This includes a lot of phone calling to encourage students to schedule appointments with their academic advisors (midterm grades, academic standing, etc). Interns will also be able to be exposed to advising experiences by sitting in on advising sessions (interns are not permitted to conduct their own advising appointment). Opportunities to participate in Pre-Professional Workshops put on by our Pre-Professional Coordinator would also be available.

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CLEVELAND STATE UNIVERSITY- Education Student Services Center

**Location:** Julka Hall 170

**Contact Name:** Karie Coffman  
**Phone:** 216-875-9781  
**Email:** k.a.coffman@csuohio.edu

**Overview:** Interns will learn about the programs and policies in the College of Education and Human Services and observe advising sessions. In addition, there are opportunities to assist with regular advising tasks such as updating curriculum sheets, conducting outreach to students, and participating in recruitment events.

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CLEVELAND STATE UNIVERSITY- Exploratory Advising Office

**Location:** Main Classroom 110

**Contact Name:** David Bowditch  
**Phone:** 216-687-9374  
**Email:** d.bowditch@csuohio.edu

**Overview:** Please contact site for further information about possible internships.
CLEVELAND STATE UNIVERSITY- First Year Experience (ASC 101 Instructor)

Location: Main Classroom 107D

Contact Name: Claudia Lilie       Phone: 216-687-3734       Email: c.lilie53@csuohio.edu

Overview: Interns will teach one section of ASC 101 under the supervision of the Manager, First Year Experience and assist with the coordination of the course programming. Possible programming tasks might be preparation of the course and Blackboard module for the next semester, revisions to materials, creation of new lesson ideas and assisting with training of instructors for future semester. Course design needs would be determined at time of internship. (See Appendix B for full description)

CLEVELAND STATE UNIVERSITY- Monte Ahuja College of Business Advising Center

Location: Business College 219

Contact Name: Anne Nelson       Phone: 216-687-2579       Email: a.e.nelson@csuohio.edu

Overview: Interns will provide academic advising support for undergraduate business professional advisors and students, provide support for student engagement events, provide office administrator support, may assist in conducting orientations for incoming students, disseminate information and packages to prospective and current students, help manage social media channels and assist with marketing efforts, and perform other duties as assigned. (See Appendix C for full description)

NOTRE DAME COLLEGE- Career Services Center

Location: The Clara Fritsche Library Floor 2, 4545 College Rd., South Euclid, OH 44121

Contact Name: Sarah Hyde-Pinner   Phone: 216-373-5290       Email: shydepinner@ndc.edu

Overview: Interns will promote Career Services' services and activities to students, faculty, and area employers via workshops, classroom presentations, and events; provide individual career advising sessions; develop a theoretical foundation for career counseling/programming; demonstrate proficiency in web-based career and job search tools; demonstrate behavior congruent with NCDA ethical guidelines; attend weekly meeting with Sarah; and complete other projects and administrative duties as assigned. (See Appendix D for full description)
ORGANIZATIONAL LEARNING

CLEVELAND STATE UNIVERSITY- Human Resources

Location: Administration Center 113

Contact Name: Rich Horsfall  Phone: 216-687-3839  Email: r.horsfall@csuohio.edu

Overview: Interns could work specifically with Rich in his function which is Organizational Development and Training. They could also gain experience in Human Resources moving from one discipline to another within the department. Additional responsibilities include enhancing Cleveland State University’s capabilities through development and execution of leadership and training programs geared toward employee retention and development, aid the manager with workflow and administrative tasks, and perform other functionally related duties as assigned. (See Appendix E for full description)

CLEVELAND PUBLIC LIBRARY- Human Resources

Location: 525 Superior Ave., 10th Floor Cleveland, OH 44114

Contact Name: Madeline Corchado  Phone: 216-623-2892  Email: madeline.corchado@cpl.org

Overview: Interns would be involved with learning and development with a focus on conducting focus groups, designing and possibly co-facilitating programs, along with various administrative duties.
COMMUNITY EDUCATION

CUYAHOGA VALLEY CAREER CENTER

Location: 8001 Brecksville Road Brecksville, OH 44141

Contact Name: Marcy Trew       Phone: 440-746-8228      Email: mtrew@cvccworks.edu

Overview: Internship opportunities are available in a variety of adult learning programming that could benefit from learning techniques, advising, etc. Please contact site for further information about available opportunities.

HABITAT FOR HUMANITY- Cleveland

Location: 2110 W 110 St. Cleveland, OH 44102

Contact Name: Bob Piotrkowski   Phone:              Email: rpiotrkowski@clevelandhabitat.org

Overview: Interns responsibilities would vary based on need. Currently the site has a position in the Development office for someone to lead a Walk fundraiser coming up in April 2017. Other positions may be available within different departments.
Title: Higher Education Internship – Office of Undergraduate Admissions-Cleveland State University

Division: Enrollment Management-Cleveland State University

Reports to: Coordinator of Non-Traditional and Special Programs Recruitment

Viking Community Creed:
We, the Members of the Cleveland State University community, as active citizens in a living and learning environment, bring to our campus a shared vision where “community” means...

- Sharing a clear vision of our common purpose
- Treating all people fairly, justly and respectfully
- Embracing and celebrating our diversity
- Collaborating toward a common goal
- Exhibiting caring and trust
- Involving students at all levels
- Connecting Cleveland State University with our greater community
- Embracing CSU as the metropolitan educational center of Cleveland State University learning in and out of the classroom
- Celebrating ourselves through traditions
- Taking responsibility to lead, to listen and to serve
- Sharing power and influence
- Committing to life-long learning and personal growth
- As members of the Cleveland State University community, we have an individual and a share responsibility to practice the Viking Community Creed in order to create a campus of inclusion, respect, integrity and purpose.

Position Summary:
The Admissions Intern will work closely with the Office of Undergraduate Admissions to edit, develop, and plan recruitment strategies for special populations (Transfer, Home-Schooled, College Credit Plus, Veterans, etc.). This position will work with sensitive data to identify trends and create subsequent strategies to assist with related programming and recruitment methodologies.

Specific Duties:
- In collaboration with the Office of Admissions and Academic Advising, support the development of strategies that influence retention.
- Gather and interpret data on trends in special population recruitment.
- Support related admissions initiatives and projects as needed

Qualifications:
- Graduate student (M.A., M.Ed., M.S. or PhD), currently enrolled at a regionally accredited university; in good academic standing
- Strong writing, editing, excellent time management, research and organizational skills required
- Experience with and interest in non-traditional student populations
- Strong interest in learning about recruitment territory management, admissions, alumni affairs and marketing

Hours and Schedule:
- 10-20 hours per week; flexible schedule during normal business hours (8:00am-5:00pm)

Start date: Negotiable

How to Apply:
Please send cover letter and current resume/CV to Stacey Love; Associate Director for Recruitment and Transfer Admissions
ASC 101 – INTRODUCTION TO UNIVERSITY LIFE

INSTRUCTOR (INTERN)

SKILLS

- Developing Course Materials
- Monitor Student achievements
- Assessment of student’s overall progress
- Evaluation of midterm and final grades
- Create eLearning materials
- Assist in the planning and facilitation of biweekly staff meetings
- Create Blackboard module on a strategy used to support the classroom teaching.

JOB DESCRIPTION

ASC 101 is an introductory course for incoming first year students providing them with an orientation to the university and its facilities, assisting them in developing solid academic skills and making them aware of culture and other resources in the surrounding community. This course also assists in their adjustment to life as an independent university student. The ASC 101 course is divided into four sections, with each area exploring strategies pertinent to the needs of the students at a specific time in the semester. The candidate would assist in one of the following activities.

- Teach one section of ASC 101 under the supervision of the Manager, First Year Experience and assist with the coordination of the course programming. Possible programming tasks might be preparation of the course and Blackboard module for the next semester, revisions to materials, creation of new lesson ideas and assisting with training of instructors for future semester. Course design needs would be determined at time of internship.

OR

- Teach two sections of ASC 101 under the supervision of the Manager, First Year Experience. Also assist in planning one course design requirement for the semester.

We are looking for mature candidates who are able to work as team members as well as independently. Interns must be patient, flexible, creative, efficient communicators and have a positive attitude to teach ASC 101 – Introduction to University Life. To include creating a syllabus, monitoring student achievements, assisting students in being successful as well as various study skills and strategies to reinforce academic performance and achieve academic success.

Experience creating eLearning materials, working with online technology and professional media recording along with the use of Blackboard are a plus.

Those interested in applying for these positions should email a resume and a paragraph explaining why they are interested in the position. Be sure to include any special qualifications you would bring to the position and how you plan to help first year students to succeed. Email materials to Claudia Lilie, Manager, First Year Experience (MC 107D) at c.lilie53@csuohio.edu.
What is ASC 101?

ASC 101 – Introduction to University Life is a one-credit course that serves to enhance student’s understanding of higher education and transitioning from high school to college. Special emphasis is placed on the nature and value of a college education in relationship to one’s intellectual development, degree attainment, career success, and quality of life. Students will spend time getting to know the people, services and offices of Cleveland State University. This class will facilitate understanding of faculty expectations, various learning and teaching styles, and University Policies and procedures pertaining to the individual student. Students will build strategies in collaborative learning and form a strong peer network to help make them successful students.

What is the time commitment?

As an Instructor your class will meet one day a week for 50 minutes. You must be able to commit to being available to teach for all 16 weeks. As part of the internship you will attend bi-weekly meeting with other interns and/or the ASC 101 team to explore best practices to use in the classroom.

How do I prepare for the class?

Two preparation session will be scheduled with course manager prior to the beginning of the semester. During these session you will focus on how to create a syllabus and schedule, along with strategies to build a student centered classroom. You will be introduced to the Cleveland Based Learning module and observe best practices to use in the classroom. Plus you will have the opportunity to meet and talk with other Instructors about the class.

What are the educational requirements?

Interns who teach ASC 101 must be part of the ALD master’s program at Cleveland State University. Prior teaching or training experience is preferred but not required.

Who do I contact for more information or to volunteer to teach?

Claudia Lilie,
Manager, First Year Experience
c.lilie53@csuohio.edu
or call ext. 3734
Undergraduate Student Services Specialist Internship (unpaid)
Undergraduate Programs & Student Services Office
Monte Ahuja College of Business
Cleveland State University

Position Description
Provides academic advising support for undergraduate business professional advisors and students.

Provides support for student engagement events from Internship Expo to Employer visits.

Provides office administrator support for the advising office; Provide student recruitment support.

May assist in conducting orientation sessions for incoming students.

Disseminates information and packages to prospective and currently enrolled students.

Help manage social media channels and assistant with marketing efforts.

Performs other duties as assigned.

Experiential Component for the Internship
The Undergraduate Student Services Specialist internship will enable current graduate students to assist in delivering various aspects of student affairs services from academic advisement, to recruitment efforts, scholarship development and student engagement related services, as well as various supportive services under the student affairs higher education umbrella.

Qualifications:

- Admission to a graduate program at Cleveland State University; preference given to students in the master’s Program in higher education, adult learning and development, counseling, urban studies or related field; Enrollment of an college internship course.

- Computer literate with experience in Microsoft Word and Excel (very knowledgeable).

- Experience in event planning and implementation in a university environment preferred.

- Excellent customer service skills; Ability to exercise sound judgment.

- Good organizational skills; Effective written and interpersonal communication skills.

- Ability to work independently as well as a team member.

- Intercultural skills and a sincere interest in serving students.
• Flexibility, initiative, and creativity

• Strong work ethic and professional attitude

**Period of Employment:**
• Fall Semester internship
• Spring Semester internship
• Summer Semester internship
• Ten (10) to twenty (20) hours per week; may include some evening and/or weekend commitments.

**Compensation:** Unpaid internship; however you can earn college credit hours via a Department Internship course

• **Department:** Undergraduate Programs & Student Services Office
• **Title:** Undergraduate Student Services Specialist Internship (unpaid)
• **Supervisor:** Assistant Dean, Undergraduate Programs

**Application Process**
TO APPLY: Send via electronic mail a cover letter of interest, resume and names of three references to Anne Nelson at a.e.nelson@csuohio.edu. In the subject line, place “Undergraduate Student Services Specialist Internship.” **No hard copy applications will be accepted or phone calls.**
Title: Career Services Intern

Reports to: Sarah Hyde-Pinner, Director of Career Services

Openings: Spring 2017, Summer 2017, Fall 2017

About Notre Dame College: Notre Dame College, located in the east suburbs of Cleveland, is a Catholic institution in the tradition of the Sisters of Notre Dame who educates a diverse population in the liberal arts for personal, professional and global responsibility. The College is comprised of 1,300 full-time undergraduate students with more than 650 living on campus.

Purpose: The internship is designed to provide the student with experience in the College’s Career Services Center and to develop skills, which will be transferable to all aspects of student affairs. Particular attention is paid to the development of the intern’s advising/counseling skills and one-on-one student interactions. The student will be able to apply classroom learning with practical experience.

Description: This is a 10 hour a week role over the course of a semester.

The Career Services Intern will:

- Promote Career Services’ services and activities to students, faculty, and area employers via workshops, classroom presentations, and events;
- Provide individual career advising sessions in the areas of resume/cover letter, career/major choice, career assessments, internships, job search and graduate school admissions;
- Demonstrate proficiency in web-based career and job search tool, including the Career Services web site, Falcon Career Network, and other databases;
- Develop a theoretical foundation for career counseling/programming;
- Demonstrate behavior congruent with NCDA ethical guidelines; and
- Attend weekly meetings with the Director of Career Services;
- Complete other projects and administrative duties as assigned.

Requirements: A successful candidate should be enrolled in a graduate program such as Higher Education and Student Personnel, preferably with an interest in career development.

To Apply: Send your cover letter and resume to Sarah Hyde-Pinner at shydepinner@ndc.edu.
JOB TITLE: TRAINING & DEVELOPMENT INTERN

DEPARTMENT: HUMAN RESOURCES

FLSA STATUS: UNPAID INTERNSHIP

ORIGINAL DATE ISSUED: 11/2016

REPORTS DIRECTLY TO: MANAGER, TRAINING & ORGANIZATIONAL DEVELOPMENT

FUNCTION: To study and understand the University’s capabilities through development and execution of leadership and training programs geared toward employee development and retention. Develops, delivers and coordinate a group or individual training class; gain experience in the assessment of needs and identification of appropriate training and interventions. Demonstrate understanding of workflow and administrative activities necessary to deliver and document all training programs and activities; includes marketing the delivery of training programs. Interacts professionally with all internal and external customers using strong customer service skills.

RESPONSIBILITIES:
The performance of the duties outlined below must be carried out within the mission of the University; to help create an effective learning environment for students; to treat all persons with dignity and respect; and to actively demonstrate an attitude of willing service and teamwork.

1. Enhances the University’s capabilities through development and execution of leadership and training programs geared toward employee retention and development by:
   A. Assists with professional development and skills training programs. Developing professional and engaging participant materials, facilitator guides and related supporting tools or job aids.
   B. Observes the new employee orientation program.
   C. Creates and manages course materials for delivery of customer service, conflict management, team building, supervisor/leadership, or change management training program; determines mode of delivery for a live presentation, e-learning delivery, etc.
   D. Conducting needs analysis studies at the departmental, group or employee level. Conferring with department heads, managers and supervisors to determine area needs.
   E. Tracking and reporting training statistics and participant program evaluations. Maintaining records regarding program/class and instructor effectiveness.
   F. Tracking trainee progress and managing training database.

2. Aids the manager with workflow and administrative activities necessary to deliver and document all training programs and activities: schedules training classes; reserves rooms; logistics and material management; online registrations. Markets training programs via training website, campus emails, brochures, etc.

3. Performs other functionally related duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor’s degree in organizational development, human resources & labor relations, education or related field. Knowledge of principles and techniques used in training needs assessment and development of training objectives. Ability to establish rapport easily and collaborate effectively with diverse groups. PC proficiency in word processing, spreadsheet, database, and presentation software. Self-motivated team player.

PREFERRED QUALIFICATIONS: Master’s degree in Organizational Development, Adult Education, Instructional Design, Human Resources or related field. Familiarity with web-based training applications.