

Appendix A. Internship Learning Objectives Template



Department of Educational Leadership & Policy Studies

Higher Education Administration

Internship Learning Objectives Agreement

The internship learning objectives are negotiated and prepared jointly by the intern and on-site supervisor. The internship professor must approve the learning objectives before the student can start. A copy of the signed learning objectives must be presented to the faculty member and faculty advisor (by the student) no later than the first week of internship class.

Student Information:

Name LLOYD GODIN
E-Mail LGODIN@ALAMO.EDU
Mailing Address Redacted for public display
Phone Redacted for public display

Internship Site Coordinator Information:

Name BENJAMIN ROMO
Position Title Director of Student Accessibility Services
E-Mail bromo19@alamo.edu
Mailing Address 1819 N Main Ave San Antonio TX 78212
Physical Office Location The Victor Center Room 122
Phone Work (210) 486-0023

Faculty Internship Coordinator:

Name Victoria Kim, PhD
E-mail victoria.kim@utsa.edu
Phone n/a

Dates of Internship Experience (approx.):

Start: 09/14/2026
End: 12/12/2026

Statement of Purpose:

The purpose of this internship experience is to gain a better understanding of the purpose and function of student affairs as a profession. This internship will provide the intern with gained experience in the student accessibility services functional area of student affairs through the completion of _____ projects/objectives. The co-developed (by student and supervisor) learning objectives of the internship are listed below.

They are meant to help the student achieve them through agreed upon means. This internship experience serves as an opportunity to become familiar with programs/positions/responsibilities within the student accessibility services office at San Antonio College (institution or organization).

Site Coordinator:

The internship professor will supervise the work of the student. During the internship, the on-site supervisor will coach, teach, and mentor the student. The site supervisor is free to contact the internship professor as needed, whenever needed. The site supervisor will conduct a mid-point and final evaluation of the intern's work. The internship professor will provide forms to the supervisor.

Objectives and Learning Outcomes:

Carefully consider the design and wording of objectives and learning outcomes, as you must document the successful completion or achievement of each one in your e-portfolio.

Objective 1: Student Empowerment and Direct Service
(see supplemental)

Objective 2: Applying Accessibility Theory and Policy to Practice
(see supplemental)

Objective 3: Accessibility Leadership and Problem-Solving
(see supplemental)

Site Location:

Proposed Work Schedule:

The intern and coordinator have agreed that the work schedule will be 5-6 hours/week; schedule varies. The anticipated number of hours completed at the conclusion of the internship experience will be 75. Changes in the internship schedule will be made as needed but communicated with the internship professor.

Signatures

Student:

Lloyd Godin

Digitally signed by Lloyd
Godin
Date: 2026.09.10
16:28:44 -05'00'

Supervisor:

Benjamin
Romo

Digitally signed by
Benjamin Romo
Date: 2026.09.10
16:20:43 -05'00'

Learning Outcome 1: Student Empowerment and Direct Service

By the end of the internship, I will demonstrate the ability to use student-centered communication and support strategies to empower students with a variety of abilities and access needs to understand available resources, make informed decisions, and advocate for their own educational needs.

Measurement/E-Portfolio Evidence

Complete and reflect on at least 8–10 supervised student interactions involving different accessibility needs. Evidence will include a de-identified summary of the types of interactions, a reflection on strategies used to promote student autonomy and self-advocacy, and supervisor feedback on my communication and student-support skills.

Learning Outcome 2: Applying Accessibility Theory and Policy to Practice

By the end of the internship, I will demonstrate the ability to apply my theoretical knowledge of disability access and the ADA to practical situations within Student Accessibility Services by analyzing how student needs, institutional policies, and reasonable accommodations are considered in the decision-making process.

Measurement/E-Portfolio Evidence:

Develop 3 de-identified case analyses involving different student accessibility needs. Each analysis will identify the accessibility issue or barrier, relevant policy or ADA considerations, possible accommodations or resources, the actions taken by the office, and my reflection on how the experience expanded or changed my understanding of accessibility practice.

Learning Outcome 3: Accessibility Leadership and Problem-Solving

By the end of the internship, I will identify and analyze one accessibility-related challenge, service gap, or opportunity for improvement within the Student Accessibility Services environment and develop an evidence-informed response that supports student access and empowerment.

Measurement/E-Portfolio Evidence

Document the identified issue, information gathered, stakeholder considerations, possible solutions, and a recommended or implemented response. The final artifact may take the form of a resource, process improvement proposal, training material, presentation, or written recommendation and will include supervisor feedback and a reflection on leadership and decision-making.

1. Please specify your current workplace, including the unit or department, the school's name, and your job title. Also, briefly outline your main responsibilities in your current role.

Academic Advising San Antonio College
Advising Team Support Specialist/Front Desk Supervisor

- Assist in leading and performing office and administrative duties in the advising processes.
- Provide customer service to distinct populations with special needs, advocating for these students, and ensuring their needs are met within the college environment.
- Oversee daily front desk operations. Supervise and lead the front desk team, providing guidance, training, and support.
- Assist in the recruitment, training, and development of Certified Peer Advisors & Federal Work Studies.
- Conduct regular performance reviews for work studies.
- Editing and updating the Peer Advisor Employee Manual, both physically and as a Canvas course.
- Problem resolution with student accounts to assist and ensure enrollment and registration

2. Where will you complete your internship? Include the unit and school names.

Student Accessibility Services San Antonio College

3. How does the internship differ from your current job? What new skills or insights are you gaining that you haven't already learned in your current role? (Keep your answer brief!)

While I have theoretical knowledge of the American Disabilities Act of 1990 from my undergraduate work, I do not yet have practical experience. Working with the SAS office at SAC will give me hands-on experience working with students of different abilities in helping them get the services to help them succeed academically.