

# HDFS 4890 Internship Handbook



School of Family and Consumer Sciences  
Bowling Green State University

**SPECIAL  
POINTS OF  
INTEREST**

**P. 1: Get the Facts:**  
General information including how to determine number of contact hours/credit hours taken

**P. 2: The roles of the HDFS program, the student and the sponsoring agency in the internship network**

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## Get the Facts

The internship experience is a capstone experience in the Human Development and Family Studies major in the School of Family and Consumer Sciences.

Students are required to complete a minimum of 7 credit hours of internship to meet HDFS major requirements. *HDFS 4890: Internship* is offered for variable credit. Students may take up to 12 credit hours. According to BGSU, students must complete 33.3 contact hours per credit hour of internship.

The table at the bottom of the page illustrates the formula to determine how many internship hours students must complete each week to meet the total number of contact hours that are required based on the number of credit hours. Please note that the table below assumes that students will work at their internship site during scheduled university breaks. Students must make arrangements with their site supervisor if they wish to take time off for spring or fall break. Any hours missed due to an approved break or illness must be made up at another time in order to fulfill the contact hour requirements listed below. Students must complete the required contact hours in order to pass the internship course.



Credit Hours	Contact Hours	~ Hours/Week	
		16 week semester	12 week summer
7	233	15	19
8	266	17	22
9	299	19	25
10	333	21	28
11	366	23	31
12	400	25	34



*“Success is not  
final, failure is  
not fatal, it is  
the courage to  
continue that  
counts.”  
Winston  
Churchill*

## The Internship Network

The success of the internship experience depends on the interaction between three key players of the internship network: the student, the HDFS internship coordinator/supervisor, and the site supervisor at the sponsoring agency.

### Student Intern Role

- ◆ Locate and make arrangements for internship
- ◆ Complete all internship requirements
- ◆ Comply with all pertinent rules, regulations, policies, and requirements of BGSU and sponsoring internship agency
- ◆ Interact with agency personnel and learn agency function
- ◆ Demonstrate professional commitment, enthusiasm, and professional ethics
- ◆ Develop written and verbal communication skills

### HDFS Internship Coordinator/Supervisor Role

- ◆ Facilitate placement with sponsoring agency
- ◆ Serve as intermediary between student and agency/professional
- ◆ Assist student in fulfilling internship goals throughout internship
- ◆ Evaluate student performance

### Sponsoring Agency Role

- ◆ Provide a professional job experience with opportunities for the intern to participate in a variety of tasks
- ◆ Provide guidance for the intern’s professional development
- ◆ Evaluate intern’s performance with regular and specific feedback and completion of final evaluation form
- ◆ Provide internship coordinator with feedback to improve HDFS program

# Internship Activities



The student and the cooperating professional negotiate and mutually agree upon the internship activities. It is important that the internship activities support the student's career goal. A list of activities must be written on the *Internship Agreement Form*. These activities will serve as a guide as to what the student is to complete, what the expectations are, and what will be reviewed when the professional evaluates student performance at the end of the semester.

## **Suggested Activities Include (but are not limited to):**

- ◆ Presentations, demonstrations, program evaluation
- ◆ Research program need/challenge/issue through conducting literature searches, writing reports, and/or issue summaries.
- ◆ Assist with management of agency
- ◆ Assist with publicity (i.e., newsletters), special events, fund raisers
- ◆ Create materials for use in the program such as displays, learning packets, posters, handouts, or bulletin boards
- ◆ Observations, home visits, documentation, attend professional/staff meetings
- ◆ Research, literature searches, locate information and resources
- ◆ Organize events, guest speakers, panels, or lectures
- ◆ Identify and diagnose a program need or problem as determined by the sponsoring organization
- ◆ Develop, coordinate, and administer a program activity
- ◆ Assist in the preparation of special reports, grant applications, and curricula
- ◆ Work with the professional staff on an inter-agency basis, visit related agencies to discuss networking or the types of services they provide
- ◆ Provide direct services (supervisory, educational, care) to individuals or groups.





# Internship Application Process

The first step in securing an internship is to determine your career goals and interests. Write down your career goal and interests. How does the internship experience relate to your goal and interests? Make an appointment with the internship coordinator to review your career goal and interests and your thoughts of how the internship relates to these.

Next, look for a [potential placement site](#) . Choose one that will provide the kind of experience you desire. There are many diverse opportunities available within the field and Human Development and Family Studies. Agencies work with diverse populations: young children, adolescents, young adults, adults, older adults, families, individuals, groups. Some agencies provide educational services, others intervention, and others services. If you are unsure about the type of experience you want, make an appointment with Career Services to narrow your interests and/or contact several agencies to find out more details about the types of experiences they offer.

Once you have decided on a particular agency, you are responsible for locating an internship site and making arrangements for placement. To ensure a successful placement, the following steps need to be followed.

## Steps for Placement

- Complete an [Internship Approval Form](#) with the internship coordinator.
- Begin contacting internship sites.
- When making contacts, inquire about particular internship application procedures and expectations.
- Arrange a meeting/interview with the professional at the internship site. Discuss responsibilities of all parties and activities in which you will be engaged.
- Send a thank-you letter for having granted the interview.
- When an internship is offered, respond to that offer immediately with a phone call and either a letter of acceptance or a letter of regret.
- Meet with the internship coordinator to confirm placement.
- Complete the [Internship Agreement Form](#) (requires signature of sponsoring agency).
- Complete the [Internship Registration Form](#) (requires internship coordinator's signature) to register for internship hours.

**NOTE: Required internship forms are embedded in HDFS 3900. Students are required to turn in the approval form, agreement form and registration form as course assignments.**

# Evaluation



The evaluation of the internship experience focuses on the internship network.

## Student Intern Role

- ◆ Completion of all weekly reports and timesheets, required contact hours, and agreed upon intern activities/assignments, self-evaluation and final exam

## Sponsoring Agency Role

- ◆ Completion of intern evaluation form
- ◆ Ongoing supervision and evaluation

## HDFS Program Role

- ◆ Conduct site visit
- ◆ Evaluate weekly reports, contact hour completion, self evaluation, professional evaluation, and final exam



### For more information contact:

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## LIABILITY INSURANCE

**BGSU student interns are required to have student malpractice blanket liability insurance while enrolled in HDFS 4890. The University Office of Risk Management provides interns with \$1,000,000/ \$3,000,000 liability policy. The policy will pay up to \$1,000,000 for each claim and up to \$3,000,000 in any one year. Coverage is provided for claims arising out of real or alleged medical incident when the injury being claimed is the result of an act of omission. The policy also covers court costs and legal fees. No action is required on the part of the student to obtain this coverage. For additional information and specific details, visit the BGSU Office of Risk Management website at:**

[www.bgsu.edu/risk-management](http://www.bgsu.edu/risk-management) .

## HDFS Internship Approval Form

Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_ Email \_\_\_\_\_  
*Prior to obtaining an internship, HDFS students must identify potential internship sites, describe the relationship of these sites to their career goal, and receive approval from the HDFS Internship Coordinator to pursue an internship at these sites. Internships are curriculum-based experiences requiring a minimum of 7 credit hours or 233 contact hours in the field. In order for a student to receive approval, a relationship between the potential sites and HDFS curriculum is required. Upon receiving approval, students may contact the potential internship sites. A student may add additional sites at a later time with approval from the Internship Coordinator.*

**Career Goal:**

**FLE Content Area(s) Preference:**

**Life Stage Audience Preference:**

Potential Internship Site	Relationship to Career Goal	Relationship to HDFS/FLE Content Areas	Relationship to Life Stage

Student Signature \_\_\_\_\_ Internship Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_





## Internship Agreement Form

**Internship Activities** (attach separate sheet of paper if necessary):

\* These activities must support the student intern's career goal.

Estimated Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Estimated number of work hours per week: \_\_\_\_\_

NOTE: Start and end dates must correspond to BGSU semester start/end dates. Estimated number of hours based on credit hours

\_\_\_\_\_  
Student Intern Signature Date

\_\_\_\_\_  
Cooperating Professional/Supervisor Signature Date

Organization Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_