

Human Development and Family Studies

HDFS 489 Internship Handbook

**Bowling Green State University
Human Development & Family Studies Program Area
School of Family & Consumer Sciences**

HDFS 489: Internship Information

Human Development and Family Studies Major

Bowling Green State University
School of Family & Consumer Sciences

Introduction

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 7 credit hours of internship prior to graduation (10 credit hours in the former major). Given the reduction in credit hours from 10 to 7, these hours should be completed in one semester rather than spread out over two different semesters. You are required to complete ~34 contact hours per credit hour of internship. The table below illustrates the formula to determine how many hours of internship you must have per week in order to achieve the contact hours based on the number of credit hours you take.

Credit Hours	Contact Hours	~ Hours/Week 16 week	~ Hours/Week 12 week summer
7	238	15	20
10	340	21	28
12	408	26	34

Getting Started: THE PLACEMENT PROCESS

The first step in securing an internship is to determine your career goals and interests. Complete the Site Identification Approval Form. How does the internship experience relate to your goal and interests? Make an appointment with the internship coordinator to review your career goals and to get his/her signature on your form.

Next, look through the list of area agencies and their descriptions – see Internship Resource Notebook in Room 206 Johnston Hall. Choose an agency that will provide the kind of experience you desire. There are diverse opportunities available in the field of Human Development and Family Studies. Agencies work with diverse populations: young children, adolescents, young adults, older adults, families, individuals, groups. Some agencies provide educational service, others intervention, and others services. HDFS 390 is designed to help you reflect on the type of experience you want. If you need further assistance in locating an internship that matches your career interests, make an appointment with Career Services to narrow your interests.

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

Steps for Placement

1. Complete a Site Identification Approval Form with the internship coordinator. A copy is included in this packet.
2. Begin contacting internship sites. When making contacts, inquire about particular internship application procedures and expectations.
3. Set up a meeting/interview with the professional at the internship site. Discuss responsibilities of all parties and the activities you will be engaging in during the semester.
4. Send a thank you letter for having granted the interview.
5. When an internship is offered, response to that offer immediately with a phone call and either a letter of acceptance or a letter of regret.
6. Meet with the internship coordinator to confirm placement.
7. Complete the Internship Agreement Form (requires signature of site supervisor at sponsoring agency).
8. Complete the Intern Registration Form (requires signature of Internship Coordinator to register for internship hours).

The Internship Network

The success of the internship experience depends on the interaction of three components of the internship network: the student, HDFS, and the sponsoring agency. While each component has distinct functions during the internship experience, all three must be integrated.

<p>HDFS Program Role</p> <ul style="list-style-type: none"> • Facilitate placement with sponsoring agency • Serve as intermediary between student and agency/professional • Assist student in fulfilling internship goals throughout internship • Evaluate student performance • Implement program improvements based on student and agency input
<p>Student Intern Role</p> <ul style="list-style-type: none"> • Meet with internship coordinator by mid-term of semester prior to internship to receive internship registration approval • Locate and make arrangements for internship • Complete all internship requirements • Comply with all pertinent rules, regulations, policies, and requirements of BGSU and sponsoring agency. • Interact with agency personnel and learn agency function • Demonstrate professional commitment and enthusiasm • Develop written and verbal communication skills • Provide input to agency and HDFS for program improvement
<p>Sponsoring Agency Role</p> <ul style="list-style-type: none"> • Provide a professional job experience with opportunities for 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

The Nature of the Internship: INTERNSHIP ACTIVITIES

The student and the cooperating professional negotiate 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
- 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, bulletin boards
- Observations, home visits, documentation, attend professional/staff meetings
- Research, literature searches, locate information and resources
- Organize events, guest speakers, panels, 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 interagency basis, visit related agencies to discuss networking or the types of services they provide
- Provide direct services (supervisory, educational, care) to individuals or groups.

EVALUATION

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

Student Intern Role

- Completion of weekly reports, 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

- Evaluate weekly reports, contact hour completion, self evaluation, professional evaluation, and final exam

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Site Identification Approval Form

*This form must be completed and reviewed with the
Internship Coordinator's signature prior to contacting possible placement sites.*

Name: _____

Local Address: _____

Phone: _____ E-mail: _____

Academic Advisor: _____

- Prerequisites:
- Senior standing
 - Completion of HDFS 390
 - Completion of 24 HDFS hours
 - GPA = 2.25 or above

Semester to complete internship:

- Fall Spring Summer
Credit hours _____ Academic Year _____

Career goals:

How would the internship relate to your career goals?

What are some possible internship sites that you have identified?

- 1.
- 2.
- 3.
- 4.
- 5.

Student Signature _____ Date _____

BGSU Coordinator _____

Date _____

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Internship Agreement Form

Student Name: _____

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

Estimated Start Date: _____ End Date: _____

Estimated number of work hours per week: _____

Student Intern Signature

Date

Cooperating Professional/Supervisor Signature

Date

Organization Name: _____

Contact Person: _____

Title: _____

Address: _____

Phone: _____ E-mail: _____

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Internship Registration Form

Complete this registration form completely and return to the internship coordinator. The secretary in the School of Family and Consumer Sciences will register you for HDFS 489.

Semester wanting to register for internship:

Fall Spring Summer
Credit hours _____ (7-12 credit hours)

Student Name: _____

Campus/Local Address: _____

Phone: _____ E-mail: _____

Permanent Mailing Address: _____

Student Identification #: P00 _____

Student Signature Date

BGSU Coordinator Signature Date

OFFICE USE ONLY

Registered, Date: _____

Person who completed registration: _____