

Human Development and Family Studies

HDFS 489 Internship Handbook



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

HDFS 489: Internship Information
Human Development and Family Studies Major
 School of Family & Consumer Sciences
 Bowling Green State University

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 to meet HDFS major requirements. HDFS 489: Internship in HDFS is offered for variable credit, 7 to 12 hours and can be taken for more credit hours. According to BGSU, students must complete 33.3 contact hours per credit hour of internship.

The table below illustrates the formula to determine how many hours of internship students must have per week in order to achieve the contact hours 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. A student must make arrangements with their site supervisor if they wish to take time off for Spring Break, Fall Break, etc. 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. A student must complete the required contact hours in order to pass the internship course.

Credit Hours	Contact Hours	~ Hours/Week 16 week semester	~ Hours/Week 12 week summer
7	233	15	19
10	333	21	28
12	400	25	34

Getting Started: THE PLACEMENT PROCESS

HDFS 390: Professional Development in HDFS must be taken the semester before the internship is completed.

A series of experiences in this course prepares students to attain an internship placement and to work in an internship setting. Self-assessment activities will be completed to identify values and preferences to enable students to match goals with the activities and mission of potential internship sites. Students create and polish a resume in order to take advantage of opportunities to meet and interview with potential internship sites. Ethical dilemmas will be explored to equip students with professional, educated responses to ethical issues in the workplace.

The following steps are incorporated into HDFS 390. The completion of these tasks is the student's responsibility. The HDFS 390 instructor leads students through the process.

Steps for Placement – To be Completed through HDFS 390

1. Complete ***Internship Site Approval Form***. A copy is included in this packet.
 - A relationship between your career goal must be clearly documented and articulated. The internship is a cumulative experience of the HDFS curriculum.
2. After receiving approval via the ***Internship Site Approval Form***, students can begin contacting internship sites. When making contacts, students should 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, respond to that offer immediately with a phone call and either a letter of acceptance or a letter of regret.
6. Confirm placement with the internship coordinator.
7. Complete the ***Internship Agreement Form*** (requires signature of site supervisor at sponsoring agency). Be sure to make a copy of the signed form for yourself.
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.

HDFS Program 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
- Implement program improvements based on student and agency input

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
- Provide input to agency and HDFS for program improvement

Sponsoring Agency Role

- 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 and mutually agreed 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, 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

Liability Insurance

BGSU student interns are required to have student malpractice blanket liability insurance while enrolled in HDFS 489. 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. For additional information and specific details, contact the BGSU Office of Risk Management, 604 Administration Building, 372-2127.

Optional Insurance

Interns may obtain travel risk insurance through the Office of Field Experience in the College of Education and Human Development. The insurance costs \$.10 per day (\$10.50 for 15 weeks) and provides up to \$5,000 for injuries sustained while traveling to and from the internship site and while participating in any activities arranged by the sponsoring organization. Excess automobile liability insurance is also available free of charge to interns driving their personal vehicles to their assigned sites. Forms can be obtained in the Office of Field Experiences (372-7389).

Name _____ Anticipated Graduation Date _____ Email _____

HDFS Internship Approval Form

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 _____

Bowling Green State University
Human Development and Family Studies Program Area

HDFS 489:

Internship Agreement Form

Student Intern Signature

Date

Cooperating Professional/Supervisor Signature

Date

Organization Name: _____

Contact Person/Title: _____

Address: _____

Phone: _____ E-mail: _____

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

* Refer to Internship Handbook for specific suggestions. These activities must support the student intern's career goal.

Relationship of Activities to Student'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 work hours based on credit hours student enrolled.

