

Dear Community Member:

Thank you for meeting with our Human Development and Family Studies (HDFS) student regarding a potential internship with your organization. The HDFS program at Winthrop University has a lifespan focus and provides students with comprehensive knowledge in individual development and family relationships from conception until death as well as preparation in family life education. The HDFS program at Winthrop University is the only program in South Carolina approved by the National Council on Family Relations (<https://www.ncfr.org/>) to offer students the Certified Family Life Educator (CFLE) credential.

The internship is an integral aspect of the HDFS program and is critical in preparing our students to work with children and families. To assist in the internship search for our students, I have provided below a description of the HDFS internship, overview of family life education, and the responsibilities of the intern, internship site supervisor, and faculty internship supervisor.

Human Development and Family Studies Internship Description:

- A planned and supervised internship consisting of 300 hours in a Human Development and Family Studies professional environment.
- The focus is on enhancement of experiential learning, development of professional relationships, building linkages between human development theory and applied practice, and professional ethics and development.
- At least 150 hours are direct service hours related to at least one of the ten family life education content areas.

Family Life Education:

- Family life education focuses on healthy family functioning in a family systems perspective and provides a primarily preventative approach.
- The goal of family life education is to teach and foster skills and knowledge to enable individuals and families to function optimally.
- The ten content areas are: families and individuals in societal context, internal dynamics of families, human growth and development across the lifespan, human sexuality, interpersonal relationships, family resource management, parent education and guidance, family law and public policy, professional ethics and practice, and family life education methodology.
- Certified Family Life Educators (CFLEs) have a proven background and understanding in each of the ten content areas that enables them to work with individuals and families effectively. Additionally, standards identified for certification help ensure skilled practice and promote family life education as a profession.

Responsibilities of the Internship Site Supervisor

- Hold at least a bachelor's degree in a human sciences related field and have supervisory experience; exceptions may be applicable
- Meet with student to determine personal goals and job responsibilities during internship as outlined in the Internship Contract
- Ensure student is provided with a meaningful internship experience that will help meet the goals and responsibilities as discussed when the internship contract was completed
- Ensure student engages in at least 150 direct service hours with individuals and/or families (e.g., implementing workshops, individual, small, and large group work, working in support groups, etc.).
- Collaborate with student to develop and provide guidance on the implementation of a Family Life Education project.
- Commit to 30 minutes of interaction each week with the student to process weekly activities, discuss successes, provide constructive feedback, and sign weekly timesheets
- Complete a mid-point and final evaluation of student's performance
- Maintain contact via e-mail, phone, Skype, etc. with the faculty internship supervisor as needed

Responsibilities of the Intern:

- Search and secure internship site
- Complete internship contract with internship site supervisor and return to faculty internship coordinator before beginning internship hours
- Attend regularly scheduled hours
- Meet responsibilities agreed upon with internship site supervisor
- Complete university course requirements as outlined in course syllabus

Responsibilities of the Faculty Internship Coordinator:

- Provide initial meeting with students explaining internship responsibilities and guidelines
- Provide assistance in searching for and securing an internship placement site
- Maintain contact with and serve as a liaison between the student and internship site supervisor
- Maintain bookkeeping records of internship (university required paperwork, internship contract, e-mails etc.)
- Ensure mid-point and final evaluations are completed

Please feel free to contact me with any questions or concerns. Thank you for your assistance.

Sincerely,

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