HDFS 595: INTERNSHIP IN HUMAN DEVELOPMENT AND FAMILY STUDIES

The HDFS Winthrop University Internship gives students the chance to participate in a supervised professional experience. Students are required to complete six semester hours (300 contact hours) to meet the HDFS major requirement. The internship course was created to give students the opportunity to link their classroom content knowledge to the real world, to gain professional experience in HDFS, and to facilitate a network of professional relationships.

Professional ethics and standards

Human Development and Family Studies students serving internship positions will adhere to and follow the professional ethical guidelines as established by the National Council on Family Relations (see https://www.ncfr.org/sites/default/files/downloads/news/ncfr_ethical_guidelines_0.pdf).

1. The intern respects the integrity and welfare of the client at all times. Each client is treated with respect, acceptance, and dignity.
2. The intern protects the client’s right to privacy and confidentiality except when such confidentiality would cause harm to the client or others. The intern will adhere to all state laws regarding confidentiality as well as agency policy.
3. The intern seeks appropriate consultation and supervision to assist in decision-making when there is a legal, ethical, or other dilemma.
4. The intern will adhere to all university policies and all state laws (including all mandated reporting relative to abuse and neglect) during their interactions with clients and others.
5. The intern acts with integrity, honesty, genuineness, and objectivity.
6. The intern is aware of the influential position he or she has with clients and makes decisions to strengthen that trust and avoids situations that might impair his or her judgment or increase the risk of exploitation. These situations include, but are not limited to, close personal or business relationships.
7. The intern adheres to the commitment made to his or her employer and to his or her faculty supervisor.
8. The intern strives to personify characteristics typically associated with the profession (e.g., accountability, respect for others, genuineness, empathy, pragmatism), and strives for self-awareness and personal growth.

HDFS 595 INTERNSHIP GUIDELINES

1. Complete your resume and have it reviewed by Career Services.

2. Submit resume to university internship supervisor/instructor.

3. Find job placement and obtain site approval. Students are required to take an active role in the employment search. HDFS faculty will make suggestions for internship sites based on your area of specialization/minor or your anticipated professional goals after graduation and a list of potential internship sites is available for review. However, it is ultimately the student's responsibility to locate and secure an internship site. After you have located a possible internship site, you must obtain approval from the internship course instructor. This can be accomplished by email.

4. Discuss the goals and job responsibilities of the internship with your internship supervisor. Complete the HUMAN DEVELOPMENT AND FAMILY STUDIES Internship Agreement. Respond to each section thoughtfully. When you have completed the HDFS Internship Agreement, your internship supervisor needs to sign the agreement. Then, upload the agreement to Blackboard for approval/feedback by the assigned date.

5. Work at approved site for internship.
   A. Respond to Blackboard posts by 5pm every Friday. This will assist students with writing their final internship report, too.
   B. Keep track of internship hours. If student is working in a paid internship, they need to keep their pay stubs to support the required work log. All students should use the HDFS work log to keep accurate track of the hours they put in at the internship site

6. Complete the Mid-Point Report (student) and Mid-Point Evaluation (internship supervisor). Refer to “Written Course Requirements” in the course syllabus for additional information. Upload report to BB. This should be done when you have completed 150 hours.

7. Continue to work at approved site for internship.

8. Write the Final Report when you have completed 300 hours at your internship site. Follow the Internship Final Report Outline provided in your course syllabus. This final report is extremely important to understanding what was learned from the internship. Please study the rubric before starting the report in order to capture all of the essential elements in a clear, descriptive, and accurate manner. Place in a binder with the rubric.

9. Complete all required written work/forms to be turned in at final meeting. See syllabus for details.
10. Attend required final meetings with instructor to turn in Final Notebook and complete an exit interview. All required written work will be submitted in this notebook. Organization is important. Requirements include: notebook cover, title page, table of contents, organized sections, written requirements as listed on course syllabus, and appendices showing any artifacts completed during the internship.
Rules and guidelines during internship

1. Communicate with your internship site supervisor AND your university internship supervisor on a regular basis. The key to a good internship experience is open communication and the university internship supervisor can assist with any issues that arise.

2. Act and dress professionally. The internship site supervisor should be consulted regarding the proper dress code for the internship site. In addition, the student's attitude, punctuality, dedication, ethical conduct, confidentiality, and communication are representations of their professional identity as well as Winthrop University's professional identity and reputation.

3. Arrive to internship on time and do not leave early. If you are ill, you need to call your internship supervisor as well as the university internship supervisor (do not email). Any time that is missed will be made up as per the agreement between the student and the internship site supervisor.

4. Students may enroll in and take up to two additional courses (or 6 semester hours) while participating in the HDFS 595 Internship course to ensure that they will be able to devote the time and effort needed for a successful internship experience.

5. If the internship site supervisor reports to the university internship supervisor that the student has acted unprofessionally, inappropriately, or has missed internship hours (without notifying the internship site supervisor) then the student may be terminated and the student will need to complete another internship during a subsequent semester.

6. It is the student's responsibility to give the internship site supervisor copies of the midterm and final evaluation so that they can complete them on time. Failure to do so may result in the termination of the internship and the student may need to complete another internship during a subsequent semester.

7. Failure to comply with any of these rules and regulations could result in the termination of the internship (and the student would need to complete another internship during a subsequent semester).
Accident Reporting Procedures

FOR UNPAID INTERNSHIPS:

Should an accident occur while you are at your internship site or are logging in hours for your internship, please follow the protocol laid out in the link below:

Internship Accident Procedures,
http://www.winthrop.edu/facilitymgmt/default.aspx?id=38375

FOR PAID INTERNSHIPS:

Should an accident occur while you are at your internship site or are logging in hours for your internship, please follow the protocol laid out by your internship site AND contact your internship supervisor.
## SITE SUPERVISOR MID-TERM REPORT

### Instructions:
This evaluation is to be completed by the site supervisor immediately after completing one-half of the total number of hours required (150). The completed form is to be sent to the university internship supervisor upon completion.

**Rating:** 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, N/A=Not applicable

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SITE SUPERVISOR FINAL REPORT

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This evaluation is to be completed by the site supervisor immediately after completing one-half of the total number of hours required (300). The completed form is to be sent to the university internship supervisor upon completion.

Rating: 4=Excellent, 3=Good, 2=Average, 1=Fair, 0=Unsatisfactory, N/A=Not applicable

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HUMAN DEVELOPMENT AND FAMILY STUDIES INTERNSHIP
WORK LOG

Name of Intern ____________________________ Winthrop ID # ________________________

Employer_____________________________________________________________________

This report is to be updated and initialed by your site supervisor each day. Submit this form upon completion of the total required internship hours. Duplicate this page for additional space if needed.

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*To be signed by the student at the completion of the internship hours

Student signature and date:

Internship supervisor signature and date:
**Internship in HUMAN DEVELOPMENT AND FAMILY STUDIES Report Outline**

**Directions:** Each student will write a final report after the successful completion of 300 hours at the internship site. This report should analyze the internship experience in its entirety and the implications of the internship on future goals. Respond thoughtfully to each element. The Final Report should be written in the order shown below. This report should be a minimum of six pages (double spaced, one inch margins, with a cover page, in APA format). Submit the paper to LiveText and in your final internship notebook.

I. Cover Page (name, semester/year of internship, employer, and employer contact information)

II. Job description
   A. Background of the organization and work site
   B. Specific responsibilities/tasks
   C. Training and supervision received
   D. Description of a typical day
   E. Description of the work environment (people, places, and things)

III. Learning objectives
   A. Learning objectives written on Internship Contract
   B. Proof objectives were met (criteria used, measurement, and levels of achievement)
   C. Future goals as result of internship (academic, personal, and career goals)

IV. Leadership
   A. Demonstrated use of leadership skills in the professional setting (be specific with examples)
      1. In the organization
      2. Interpersonal relationships
      3. In groups/teams
   B. Ethical decision making of which you were a part (be specific with a minimum of two examples)
   C. Demonstrated ways used for building collaborations and partnerships in the workplace (be specific with a minimum of two examples)
   D. Diversity (examples: gender, ethnicity, sexual orientation, age, physical or developmental disability, religion, individuals with English as their second language)
      1. Diversity at internship site
      2. What you learned about diversity through internship experience

V. Personal growth
   A. Professional work habits demonstrated
   B. Professional networks established
   C. Insights gained as a result of internship
   D. Clarified or modified expectations over course of internship
   E. Ongoing professional and personal development needs

VI. Synthesis, analysis of experience
   A. Application of HDFS academic knowledge on the job
   B. Behavioral or job skills
      1. Skills or competencies gained or nurtured
      2. Application of skills or competencies to another setting
C. Ways internship will facilitate transition from college to full-time employment
D. Overview/summary (reflection) on HDFS internship
VII. Appendices (e.g., memos, letters, PowerPoint presentation slides, brochures, accolades or awards, newspaper or newsletter mentions)

*The final report will also be analyzed for mechanics – including punctuation, capitalization, spelling, sentence structure, professional terminology, organization, clarity, breadth, professional appearance*
HUMAN DEVELOPMENT AND FAMILY STUDIES INTERNSHIP POSTER ASSIGNMENT

Poster presentations often are used at professional conferences and meetings as an alternative to oral presentations. Posters provide an opportunity to share information about research or professional experiences through a graphic medium.

Assignment: Each student who enrolls in an internship for credit in his/her major will prepare a poster about the internship. Your poster will be presented at the Internship Poster Presentation Session. You will be required to attend the Poster Presentation for a specified time period to answer questions regarding your internship.

Purpose: The purpose of your poster is informational, i.e., to inform others about your internship experience and its relationship to your academic studies.

Audience: Human Development and Family Studies students and College of Education faculty.

Posters sizes:
Your poster may be any of the following sizes.
• 48” wide, 36” tri-fold (for tabletop)
• 48” x 36” single sheet(for easel) – vertical or horizontal
• 40” wide x 28” tall tri-fold (for tabletop)
• 40” x 28” single sheet (for easel) – vertical or horizontal

What to include:
• Text
• Photos
• Graphs
• Charts
• Flow charts
• Samples of your internship work
Secure permission from your internship employer before using any of the organization’s information (including the samples of your work) or client names!

How to prepare:
• Select an organizational theme – for example, you could use your learning objectives, job responsibilities or you could focus on a major project that you worked on throughout the internship.
• Prepare an outline including your major points
• Determine what information, pictures, graphs etc. that you will use to illustrate your major points.
• Lay out your poster to capture and keep the audience’s interest
• Use a title that includes your name and the name of the organization at which you worked.
HUMAN DEVELOPMENT AND FAMILY STUDIES FAMILY LIFE EDUCATION ACTIVITY

**Family Life Education Project** – An individual project completed by the student in conjunction with their practicum placement. Students work with the professor and their agency supervisor to identify a need within their placement agency and the community. The student must then develop and deliver a family life education project during the time they are working with their sponsoring practicum organization. Upon completion of the internship, the family life education program/activity remains with the organization for their future use.