

HDFS 595: INTERNSHIP IN HUMAN DEVELOPMENT AND FAMILY STUDIES (UPDATED SPRING 2019)

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/degree 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 (i.e., internship site supervisor) 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.

**Adapted from the Ethical Standards of Human Service Professionals (2000), Human Service Education, 20(1), 61-68. National Organization for Human Service Education Council for Standards in Human Service Education.*

HDFS 595 INTERNSHIP GUIDELINES

_____1. Complete your **resume** and have it reviewed by Career Services.

_____2. Find internship placement and obtain site approval. **Take your resume with you when you interview at potential internship sites.** 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 or your anticipated professional goals after graduation and a list of potential internship sites is available for review. **Please note that if your professional goals include speech-language pathology, counseling, child life specialist, or K-12 teaching, you must still do a HDFS-related internship.** It is ultimately the student's responsibility, however, to locate and secure an internship site. After you have located a possible internship site, you must obtain approval from the faculty internship supervisor. This can be accomplished by submitting the internship application online. The faculty internship supervisor will send a decision about the internship via email.

_____3. Discuss the goals and responsibilities of the internship with your internship site supervisor. **Complete the HDFS Internship Agreement. Respond to each section thoughtfully including the sections on Family Life Education content areas. You may have to work with the internship site supervisor to help her/him address the Family Life Education content areas section of the agreement that internship site supervisors complete.** When you have completed the HDFS Internship Agreement, your internship site supervisor needs to sign the agreement. Then, upload the agreement to Blackboard for approval/feedback by the assigned date. Students have the option of submitting the HDFS internship agreement when they submit the online internship application in order to expedite approval of the internship.

_____4. Intern at approved site for internship.

_____5. Submit reflective journal entries by 11:59pm every Sunday. This will assist students with writing the final internship report. Please study the rubric before starting the report in order to capture all of the essential elements in a clear, descriptive, and accurate manner.

_____6. Keep track of internship hours. All students must upload weekly HDFS 595 internship timesheets each week that have been signed by the internship site supervisor or a designated representative from the internship to Blackboard each Friday by 11:59pm to keep accurate track of the hours they devote to the internship.

_____7. Complete the **Mid-Point Report (student) and Mid-Point Evaluation (internship supervisor).** Refer to "Course Requirements" in the course syllabus for additional information. Upload report to Blackboard. The Mid-Point Report and Mid-Point Evaluation should be done when you have completed 150 hours.

_____8. Collaborate with internship site supervisor to develop and implement a **Family Life Education Project.** The guidelines for the Family Life Education project are provided in the course syllabus.

_____9. Write the **Final Report** when you have completed 300 hours at your internship site. Follow the **Internship Final Report Outline** provided in the 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.**

_____10. Attend required virtual meetings with the faculty internship supervisor, deliver a poster presentation of the Family Life Education project, submit **Final Notebook (the binder from #9)**, and complete an exit interview. All required written work will be submitted in the **Final Notebook. The Family Life Education Project and The Final Report must also be submitted on Via.**

The Final Notebook includes: (1) The Final Report, The Family Life Education project, and any artifacts created during the internship. Directions on how to organize the Final Notebook will be provided.

_____11. Complete all required written work/forms to be turned in at the exit interview. See syllabus for details.

Rules and Guidelines During the Internship

1. Communicate with your internship site supervisor **AND** the faculty internship supervisor on a regular basis. The key to a good internship experience is open communication and the univ 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 the internship site on time and do not leave early. If you are ill, you need to call your internship site supervisor and email the faculty internship supervisor. 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 for a total of 12 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 faculty 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 **dismissed from the internship, receive a "F" grade for the internship course, need to complete another internship during a subsequent semester.**
6. It is the student's responsibility to ensure that the internship site supervisor completes the Mid-Point Evaluation and Final Evaluation. Failure to do so may result in the termination of the internship and/or failing the internship course 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, a "F" grade in the internship course, and the need to complete another internship during a subsequent semester.

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HUMAN DEVELOPMENT AND FAMILY STUDIES-FAMILY LIFE EDUCATION PROJECT

An individual project completed and implemented by the student in conjunction with their internship site supervisor. Students work with the faculty university supervisor and their internship site supervisor to identify a need within their placement agency/organization/business and the community. The student must then develop and deliver a family life education project during the time they are working in the internship placement. Upon completion of the internship, the family life education program project remains with the agency or organization for their future use.

The Family Life Education project should reflect at least one of the Family Life Education content areas:

1. Families and Individuals in societal contexts
2. Internal Dynamics of Families
3. Human Growth and Development Across the Lifespan
4. Human Sexuality
5. Interpersonal Relationships
6. Family Resource Management
7. Parent Education and Guidance
8. Family Law and Public Policy
9. Professional Ethics and Practice
10. Family Life Education and Methodology

The Family Life Education project should give the student the opportunity to interact directly with the population served by the agency or organization

Potential Family Life Education projects include are not limited to:

1. Developing and delivering a workshop on parenting skills, discipline, communication skills, etc.
2. Working with people individually or in small or large groups teaching goal setting, decision making, money management skills, etc.
3. Enriching/teaching skills development to individuals in a support group
4. Developing and delivering a lecture or presentation on an educational topic related to individuals or families

The faculty internship supervisor is available to answer any questions regarding the Family Life Education project the student or internship site supervisor may have. The student is required to present the Family Life Education project during a poster presentation on the campus of Winthrop University with a specific time and location to be announced at a later date.

Accident Reporting Procedures

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. If you are completing an internship at a site where you also work, then you will need to contact your employer as well.

Internship Accident Procedures,

<http://www.winthrop.edu/facilitymgmt/default.aspx?id=38375>