

INTERNSHIP APPLICATION INSTRUCTIONS
DEPARTMENT OF HOUSING AND CONSUMER ECONOMICS

Please read carefully all instructions. Internship applications will not be accepted unless the following requirements have been met. YOU are responsible for following the directions and completing all requirements.

This information and the application is available on the web at:
<http://www.fcs.uga.edu/hce>

1. Enroll in HACE 5900/7900 at least one semester prior to the semester in which you plan to do your internship.
2. Acquire internship.
3. Fill out internship application.
4. Get a letter from your internship supervisor stating their agreement to serve as your field supervisor.
5. Work with your field supervisor to develop objectives and have internship supervisor sign a copy (page 7).
6. Have internship supervisor sign the Policy Memorandum.
7. Attach resume, pink POD form, signed Policy Memorandum, Verification of Insurance Coverage, and letter from internship supervisor to completed internship application.
8. Take completed application with attachments to your advisor. He/she will sign the application and pink POD form (or white form if you copy the form from online.)
Your advisor will also clear you to register for the semester.
9. Take completed application with signatures to Linda Toney, 205 Dawson Hall.
10. Take completed pink POD form to Room 112 Dawson Hall; staff personnel will clear you for the course. You cannot register for your internship until this is done.
11. Go to Oasis and register for HACE 5910.
12. All correspondence will be sent to you via **eLC** and you must use **eLC** to submit your logs.



**YOU MUST REGISTER ON OASIS FOR HACE 5910 AND
PAY TUITION TO RECEIVE CREDIT FOR THE COURSE.**

A. REQUIREMENTS:

1. A student may qualify if he/she has an cumulative GPA of 2.0.
2. You must be a junior or senior to apply and have completed 12 semester hours of HACE coursework for Housing or Consumer Economics majors and 12 semester hours of journalism coursework for Consumer Journalism majors .
3. You must have completed HACE 5900 - Internship Orientation by the time you begin your internship.

B. DEADLINE FOR APPLICATIONS:

The last day of early registration for the semester in which you plan to do the internship.

If you have any questions regarding the internship process, please consult your advisor or Linda Toney, 205 Dawson Hall or at 542-4655.

C. INTERNSHIP APPLICATION PROCESS:

If you are interested in doing an internship you should:

1. Discuss the possibility with your advisor. The internship should complement your Program of Study.
2. Enroll in HACE 5900-Internship Orientation at least one semester before applying for an internship.
3. Complete the application and attach a copy of the following:
 - a. **A LETTER FROM YOUR FIELD SUPERVISOR** describing the nature of your internship with their confirmation to participate in the program and the commitment to evaluate your progress.
 - b. A current resume
 - c. A completed POD form
 - d. Signed Policy Memorandum
 - e. Signed Verification of Insurance Coverage form
4. **You must see your advisor for approval and signatures.** Your advisor may accept your application, reject it, recommend changes, or request additional information. The form should be as complete as possible at the time of the application.

After obtaining your advisor's approval and signature on the POD form, take your application packet to Dr. Anne L. Sweaney for her signature on the POD form.

5. Turn in the original of the completed application packet with the required attachments to Linda Toney, Room 205 Dawson Hall. **You will not be able to register for the internship credit (HACE 5910/7910) until your advisor and Dr. Sweaney have approved your application and signed the POD Form.** You are strongly encouraged to make a copy of your application for your records prior to turning in the forms.
6. Turn the POD form in to the Student Services Office (Room 112 Dawson Hall). Personnel in the Student Services Office will give you access to register for the course.
7. Notify Linda Toney if your address changes. Instructions to follow while on the internship will be sent to you via eLC using your UGA email address. **YOU** are responsible for following all these instructions. Giving a current address is essential so that you can be reached with ease.

D. TO RECEIVE CREDIT:

1. For three (3) hours of credit in spring or fall semesters, students must work at least 10 hours per week; for six (6) hours credit, students must work at least 20 hours per week for spring and fall semesters.

The student must document the following number of hours to receive an "S" grade

3 hours of credit = 150 hours of work time

6 hours of credit = 300 hours of work time

9 hours of credit = 450 hours of work time (for Consumer Journalism majors only)

The only summer session in which students can register for internships is the long summer session (THRU TERM). If students attempt to work all required hours within the long summer session (June -August) they will work 19 hours a week for 3 hours of credit and 38 hours a week for 6 hours of credit.

2. Undergraduate Consumer Economics majors use three (3) hours as part of HACE coursework, and three (3) hours as supporting coursework or general electives for a total of six (6) internship hours. Undergraduate Consumer Journalism majors may use nine (9) hours as major electives. Only three (3) hours will be granted to graduate students for an internship.
3. Students **MUST** register through regular registration for HACE 5910 or 7910. Remember full approval must be received before you can receive a POD to register for the course. Allowing time for this process is essential.

4. THE FOLLOWING IS A LIST OF REQUIREMENTS THAT ARE YOUR RESPONSIBILITY. After you turn in your application, information needed to complete the list (a letter from Dr. Sweaney, a sample log, self-rating evaluation forms, and presentation dates) will be placed on eLC.
- a. Submit a log of your activities EACH week via eLC including experiences, time used, meetings, etc. to your advisor. Refer to your sample log for format.
 - b. You should submit a mid-term and final self-rating evaluation. Your field supervisor will also be submitting a mid-term and final evaluation of your performance. A letter and evaluation forms will be mailed directly to your field supervisor. Both the student and the field supervisor must report the number of hours worked to date on the evaluation forms for midterm and final.
 - c. You must prepare a paper evaluating your experience. Include all of the areas in the list that follows as well as any other information relevant to your experience. This paper should be typed -- double spaced, 3-5 pages in length.

Your paper should include all of the following:

- Discuss goals and how these were achieved.
 - Explain your responsibilities and duties.
 - Describe or explain any special activities or projects you were involved in.
 - Describe problems you may have encountered and how you solved them.
 - Describe your communication and working relationship with your field supervisor.
 - How did this experience benefit you (a) knowledge gained, and (b) effects on future plans?
 - Would you recommend the organization to other students? Explain.
 - What changes would you suggest for the internship program?
- d. Present a seminar summarizing your intern experiences. Dates for presentations will be mailed to you. Call Linda Toney at 706/542-4655 to confirm your attendance. Bring your paper to the presentation. You need to prepare a professional presentation, including visuals. Also, make sure that you dress professionally.

THE PRESENTATION AND PAPER ARE REQUIREMENTS TO RECEIVE CREDIT FOR THE INTERNSHIP. A GRADE OF "I" WILL BE ASSIGNED UNTIL THIS REQUIREMENT IS MET.

If by midpoint of the semester you are not listed on eLC and can't find instructions regarding your logs, midterm and final self evaluations and presentation date please call Linda Toney at 706/542-4655 immediately.

Department of Housing & Consumer Economics
College of Family & Consumer Sciences
The University of Georgia
Athens, GA 30602-3622

INTERNSHIP APPLICATION
HACE 5910/7910

Date Submitted: _____ Cumulative GPA: _____

YOUR NAME _____ MAJOR: _____
(Please Print)

S.S.# _____ EMAIL: _____
Please list UGA email address

This application is requesting credit for _____ semester hours of internship credit to be
completed _____, _____ .
(Semester) (Year)

Internship Orientation Course (HACE 5900/7900) Semester Completed: _____

Applicant's Signature _____ Date _____

Name of Field Supervisor: *Mr./Ms.* _____
Circle one

Title: _____

Organization: _____

Complete Address: Be sure to include city and zip _____

Phone #: _____ Date agreed to begin work _____

Fax #: _____

Name of HACE Advisor _____

III. **OBJECTIVES:** List your major objectives to be accomplished during the internship. You should work with your field supervisor to develop your objectives. These should be clear and measurable.

OBJECTIVES
1.
2.
3.
4.
5.

Signature of Student

Signature of Field Supervisor

Required Attachments:

- (1) Resume, (2) Signed POD form, (3) Letter from internship supervisor*
- (4) Signed Policy Memorandum, (5) Signed Verification of Insurance Coverage form*

VERIFICATION OF INSURANCE COVERAGE

I hereby certify that I am currently covered by a health insurance policy issued by _____ insurance company, and I further certify that I will keep the policy in full force and effect for the duration of my participation in the internship at _____.

I certify that I have read and understood this statement and that I have signed it on this _____ day of _____, 201 _____.

Signature of Student

Printed Name

Release, Waiver of Liability and Covenant Not to Sue

READ CAREFULLY BEFORE SIGNING

I hereby acknowledge my awareness that participating in a _____ internship may involve risk of property damage and of bodily or personal injury, including injury that may prove fatal. Examples of the risks that I may encounter in the particular internship I have chosen my include:

as well as other risks that may not be foreseeable. I hereby assume any and all such risks.

For the sole consideration of The University of Georgia's arranging for my participation in a _____ internship at _____,

I hereby release and forever discharge The University of Georgia, the Board of Regents of the University System of Georgia, their members individually and their officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kinds, arising from or by reason or any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation in the internship.

I understand that the acceptance of this Release, Waiver of Liability and Covenant Not to Sue by the Board of Regents of the University System of Georgia shall not continue a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I hereby certify that I am at least 18 years of age and that I have read and understood the above.

I witness whereof, I have hereunto set my hand this _____ day of _____, 20__.

SIGNATURE OF PARTICIPANT

Printed Name _____

Address _____

City State Zip

POLICY MEMORANDUM

April 2000

(A completed copy of this form should be returned to the address indicated in Section II.)

Section I

In compliance with University of Georgia policy, access to programs operated by this institution is available to all otherwise qualified persons. Therefore, there shall be no discrimination on the basis of race, national origin, religion, sex, age, disability, or veteran status, in either the selection of students for participation in programs, or as to any aspect of a program; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the program.

The form below should be maintained in the files of UGA academic units whose students participate in clinical training, internships, externships, practicums, and similar off-campus aspects of their degree programs which involve other agencies, organizations, or entities. This form is not required for programs which are covered by the Clinical Agreement between the Board of Regents and the Georgia Hospital Association.

Section II

To be completed by UGA unit in which student is enrolled

Department: Housing and Consumer Economics

Address: 215 Dawson Hall

City : Athens, Georgia 30602-2622

Contact Person: Dr. Anne Sweaney, Head and Internship Coordinator

Telephone number: 706/542-4877

Section III (to be filled out by field supervisor)

To be completed by representative of preceptor, organization, or entity providing clinical training, internship, externship, practicums, or other off-campus experience for University of Georgia students. Please return this entire form to the address in Section II above.

Name of preceptor organization/entity/facility: _____

Address: _____

As a condition of University of Georgia student participation in an off-campus experience with this organization, entity, or facility, I certify that I have read Section I above and will comply with its provisions.

Contact official: _____

Telephone number: _____

Signature: _____

Department Head's Signature (Final Approval)

Date

PERMISSION OF DEPARTMENT (POD)

Student's Name _____

SS#: _____

Cell # () _____

The above student has permission to register for:

Course Prefix and Number

Semester and Year

Undergraduate Advisor or Graduate Major Professor (print)

Advisor's or Major Professor's signature

Date

Supervising faculty member assigning grade (print)

Supervising faculty member's signature

Date

TO RECEIVE CREDIT FOR THIS CLASS, STUDENT MUST REGISTER THROUGH OASIS.

Revised 4/16/2010