

Internship Site Basics

The purpose of the Human Development and Family Science (HDFS) internship is to provide students with an opportunity to apply their coursework to real-life situations. The internship is in Partial Fulfillment of the Requirements for a Bachelor Degree in Family and Consumer Sciences with an emphasis in Human Development and Family Science. Supervisors are expected to make sure that interns are provided with the appropriate materials so interns can develop an understanding of the respective mission, policies, and services of their sponsoring agency. They also are expected to develop professional skills and work habits that will allow them to transition into the work force.

Additional resources can be found by visiting our [Applied Internship](#) website.

Please note that *all* internships are *not* approved until you submit a completed application in HDFS 3110.

The following are the answers to the most common questions potential sites often have, but please let us know if you have additional questions. The HDFS faculty and staff greatly value the internship program as part of our undergraduate program of study. Please accept our thanks for sharing your time, knowledge, and expertise with our students.

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Is my site a good fit?

When students seek internships, we require them to identify sites that enable them to

- Apply knowledge of the social sciences through observation and practice
- Critically reflect on course knowledge
- Gain professional experience and develop professional networks

Students should be able to specifically apply the following departmental objectives:

- Students will integrate and apply theory, research, and ethical practices to the understanding of human development and family processes.
- Students will demonstrate and disseminate knowledge about social, cognitive, psychological, physiological, and emotional development as it relates to optimal individual and family functioning throughout the lifespan.
- Students will critically and scientifically identify and evaluate the interconnected systems that impact the changing social environment in which individuals and families are embedded.

The purpose of the internship is to provide students with an opportunity to apply their HDFS coursework in a learning environment. Interns are expected to develop an understanding of the respective mission, policies, and services of their sponsoring agencies. Interns are expected to develop professional skills and work habits that will allow them to transition into their chosen careers.

- Students will build upon their existing knowledge base in family science and/or Family Life Education to further develop their skills.
- Students will apply their knowledge of family science and/or Family Life Education in a professional setting.
- Students will evaluate their performance as well as their strength and growth areas in the workplace.
- Students will learn the experiences of those who work in family science settings and/ or Family Life Education settings.
- Students will share their internship experiences with their cohort through topical group meetings.
- Students will reflect on their experience through the creation of structured weekly logs, weekly assignments, a professional portfolio, as well as a project relevant to their internship experience.

What are the *qualifications* to be a field supervisor?

Field supervisors should be full-time professional employees of the agencies where they work and hold at least a four-year college degree in Human Development and Family Science or related field, or have a number of years of experience to provide adequate supervision.

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What are the responsibilities of field supervisors?

It is imperative that students are supervised during their internship and provided experiences that enable them to learn. Field supervisors will assign and oversee day-to-day internship tasks. Tasks need not be limited to office activities. Community work, field trips, assessment work, program development and research work, administrative tasks, etc. are all acceptable. Other general expectations include the following:

- Internship activities should require a level of competence not presently within the intern's skill base or areas of expertise.
- There must be no ethical conflicts of interest.
- Review the mission, policies, and practices of the agency with the intern
- Provide sufficient training to students that match the required duties and responsibilities of the internship, but do not overstep the qualifications of the student. Before the internship begins, I encourage you to invite the intern to trainings, employee meetings, or other relevant opportunities that will better prepare them for the internship, as well as orient them to the staff.
- The site should recognize the intern as a professional-in-training and to provide him/ her with tasks and activities that meet the goals of the internship experience.
- Set-up weekly or bi-weekly meetings with student interns to ensure that they are meeting expectations. This is important to their development as constant communication about the performance and progress is key.
- Sign-off on the intern's weekly time log via an electronic timesheet.
- Electronically submit the midterm and final evaluation of the intern's performance using a survey link provided by the UGA Instructor.
- Review both evaluations with the intern.
- Arrange an exit interview with the intern.

What do students need to do in their internship?

Students enroll in a pre-internship course prior to their internship to not only secure a placement, but to also learn about professional practice, ethics and communication. In addition, students are required to develop learning plans that detail personal, professional and civic goals for their internship. Students will also be required to do an in-depth exploration of their chosen placement, which requires communicating with potential placement supervisors. This enables supervisors and students to develop internship responsibilities that appropriately reflect both

student and placement goals. Because of the academic nature of the internship, students must be adequately supervised and should not serve as replacement for an understaffed facility.

It is important that supervisors take an active role in the internship experience. Students are aware that they may be asked to assume some administrative or clerical tasks (organizing files, answering phones, etc.), but such work should be a minor part of their assigned tasks and no more than 5 hours per week. They should have opportunities to engage with others and the nature of the work the agency does. While it is important for students to take initiative, they should also be guided by the supervisor to ensure they receive the most from the experience.

What do students do to receive academic credit?

Students complete the number of designated hours, weekly assignments, a portfolio, a project, site evaluations and on-campus cohort meetings during their internship, which are all graded on an A-F scale. Additionally, you complete a midterm and final evaluation of their experience that account for 25% of their grade.

Please keep in mind that they do register for a course (HDFS 5910). This is used to schedule cohort meetings and their final exam, during which they present their projects. As mentioned above, students complete weekly assignments, so it is important that they have a schedule that enables them to have a consistent presence in their internship. During the semester, students should be excused from their internship if their on-campus cohort meeting conflicts with their internship schedule.

When will students begin and end their internships?

Students follow the academic schedule set by the Registrar when they complete internships during the fall, spring or extended summer session semester because they register for a class (HDFS 5910).

- Summer Internships: **June to July/August**
- Fall Internships: **August to December**
- Spring Internships: **January to May**

If your site has alternative start or end dates, students must still have a schedule that enables them to have a consistent presence in their internship from the university start date to the university end date. If you have questions or concerns about this, please communicate early with the university instructor.

How many hours are students required to complete?

In order to receive internship credit, students must complete a minimum of 240 (6 credits). In the fall/spring, this amounts to an average of ~16 hours a week, and in the summer, an average of ~30 hours a week. Field supervisors may choose to adjust students' weekly schedules so that hours vary from week-to-week. Students must maintain a consistent presence, but it is not necessary that they be there every day of the week. For example, many students with employment or course work, opt to complete their internship hours on MWF with T/TH classes.

The Human Development and Family Science Department does suggest that students do not exceed 40 hours per week in their internship.

What happens if a student completes their hours early?

Students must remain in their internship until the end of the semester. Increasing the number of clock hours per week to end early will NOT satisfy internship requirements.

What type of credit do students receive?

As stated above, the internship is in partial fulfillment of the requirements for a bachelor's degree. Students receive 6 hours of academic credit for completing the internship.

Who is responsible for students' living expenses?

Students are responsible for their living arrangements and expenses.

What do I need to need to do to accept the student as an intern?

Students are required to interview with an agency representative, as well as complete an observational activity before or after securing the placement. For out-of-state agencies, a telephone interview may be conducted prior to (or in some cases instead of) a face-to-face interview. Students are responsible for all expenses associated with their interviews.

Students are encouraged to provide their supervisors with a copy of their resume and/or a link to their LinkedIn Profile.

Students are required to complete an internship application. Although the student is responsible for completing most of the application, your assistance is needed for a portion of it, so please take this into consideration when planning acceptance dates. The application is a portion of the student's grade, so it is imperative that it is turned in on time. Additionally, the application is used to develop the MOU (explained in detail on page 3), which is very time sensitive. The following are the approximate due dates for students' application:

- Summer Internships should be secured by early to mid-March
- Fall Internships should be secured by early to mid-April
- Spring Internships should be secured by mid-September to Early-October

What agreement is necessary with the unit? And, what is an MOU?

The establishment of an internship requires an agency administrator and an administrator at the University of Georgia (UGA) to sign a Memorandum of Understanding. MOU's must be returned with signed signatures by the following dates:

- Summer Internships: mid-March
- Fall Internships: May
- Spring Internships: October

Can agencies require students to provide documentation or submit to testing before the internship begins?

Students understand that agencies may require them to complete or provide information about one or more of the following: physical exam, criminal background check, knowledge test, drug test, TB check, immunization record, etc. If you require any/all of these, please note it on the Revised June 2022.

Internship Application. Students are responsible for completing and providing all necessary documentation directly to their placement for review. The University shall not review or certify the results of such check and it shall be the Placement's sole responsibility to make a determination of acceptance prior to student's start date. The Internship Coordinator/Faculty Supervisor will need verification from internship supervisors that all documents have been submitted.

Will the student have liability insurance?

The College does not provide insurance coverage, but you may require students to purchase individual policies.