

STUDENT INTERNSHIP GUIDELINES

FCS 5920 – FIELD TRAINING

The Field Training resource book is located in the FCS main office, 228 AEB. This binder contains information on various field training opportunities located in the community. Please review this information, and, after meeting with the Internship Coordinator, make an appointment with the agency or contact person to discuss field training options. If you would like to intern at an organization that is not listed in the binder, please see the internship coordinator.

OBJECTIVE: This experience is designed to give students an opportunity to apply knowledge learned in course work to practical experiences in community agencies.

PREREQUISITES: Students need to be in their junior or senior year to participate in field training. Some agencies may require additional prerequisites; these are listed in the field training binder.

CREDIT: FCS 5920 is strictly **Credit/ No Credit** (pass/fail). A total of 45 hours per semester spent at a placement agency earns one (1) credit hour. Students can take a maximum of four (4) credit hours per semester (180 hours for the semester). Students may take this course twice in their undergraduate years.

REQUIREMENTS:

1. Each semester, **two mandatory meetings** will be held in the evening for all students registered for field training. One class will be an orientation class held during the first two weeks of the semester. At this class, all requirements will be reviewed and issues or concerns addressed. The second class will be an evaluation class at the end of the semester. Students will deliver a 5 to 10 minute presentation where they will: a) describe the agency where they interned and the services provided by that agency; b) describe their internship duties/responsibilities; c) tell about their goals and how they fulfilled them d) describe how their course work was or was not applicable to their experiences; e) describe how their internship was or was not applicable to their future goals; and f) convey their feelings on the benefits/costs of the internship, if they enjoyed their internship , and if they would recommend it to others.
2. **Weekly journals** are required for all placements. Students need to carefully document their internship times and days, activities and a reflection on these activities. *Entries should be no less than one (1) page in length.* Half of the journal entries will be submitted at midterm and the rest at the final meeting.*Please see below for details on journal entry topics.
3. At the end of the semester, students are required to have their agency supervisor **sign off** the provided time sheet and evaluation form. These forms will be given to you at the orientation meeting.

GRADING: Again, this course is strictly credit/no credit. You will not receive a letter grade. This course will complete the Community Application of Learning for CCS majors, and will be applied to the Allied Hour portion of the HDFS major. It will also count toward the general University requirement of upper division hours that go toward overall hours for graduation.

JOURNALS: Students are required to complete the following topics in their journals. Journal entries must be typed and double spaced.

Prior to starting your internship: Write four goals you have for your internship. Such goals may include: what you hope to learn, skills you would like to gain, who you hope to help, responsibilities you would like to be given, etc. Explain how these goals relate to your major, major courses, and/or your career aspirations. Reflect on why this internship is important to you.

*** This paper will be due at the first meeting** (be sure to keep a copy for your records). Any exceptions must be arranged with the internship coordinator before the meeting.

Week 1: Set up an initial meeting with your supervisor. During this meeting, discuss your goals for your internship and plan ways to accomplish these goals. (If you must alter your goals after this meeting, make mention of the change in your journal entry.) Write about the history of the agency, types of job positions in the agency, types of degrees or certificates required to work there, salary range, and job satisfaction. Is this a place you would like to work in the future? Why or Why not?

Week 2: Discuss why you decided to intern at this particular organization. What is it about the organization or agency that interests you? Does it relate to a career in which you would like to continue?

Week 3: Describe the agency. What does it look like? What type of population does it serve? What kind of policies does it have? What type of dress is required? Describe your responsibilities.

Weeks 4-7: Discuss and reflect on your daily or weekly activities. Give specific examples of what you are doing and/or relate stories or experiences. Do you like what you are doing? Why or why not?

Midterm: Describe how you are continuing to work toward your goals. Have you completed any goals? Which ones? How did you complete them? What are you learning about yourself from this internship? What are you learning about working in a professional environment? How does it relate to your major and your course work at the University?

Weeks 9-14: Continue to discuss and reflect on your daily or weekly activities. Give specific examples and/or relate stories or experiences. What do you like and/or dislike about what you are doing?

Final Week: Describe how you completed your goals. Were there any goals you did not fulfill? Why? How have these goals helped you in your internship? Is there anything you would change about your internship? What did you like about your internship? Would you ever intern there again? Why or why not? What do you feel you have gained from this experience?*

*This paper must be a minimum of two pages.