

## **FSHD Internship Handbook**

1. Definitions and Objectives of the Internship Program
2. Internship Eligibility
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4. Types of Internships, choosing a site
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This handbook was designed to help guide you through the necessary preparations for your FSHD internship experience. Read it thoroughly when you first begin to prepare for your internship (at least the semester before you plan to enroll in it), and then use it as a reference as questions arise.

### **1. WHAT IS AN INTERNSHIP?**

The Council for Standards in Human Service Education defines internship as “The advanced or culminating agency-based experience which occurs toward the end of a student university experience. This usually requires close supervision from agency personnel and university faculty including regularly scheduled seminars with a faculty member. The experience of [internship] provides a bridge between the academic experience and later professional employment.”

During internship, knowledge is not imparted onto the student as much as opportunities and material are presented to the student in a real-life setting. Internships stimulate critical thinking and knowledge from within.

The student engages in an on-going process of observation, practice and reflection in order to learn from experience. In doing so the student gains new knowledge and skills, applies academic knowledge to practical situations, refines previously acquired skills, and gains a greater understanding of self and the Family Studies and Human Development careers.

### **2. OBJECTIVES**

Objectives for students:

- LINK RESEARCH TO PRACTICE: Students will integrate/synthesize theoretical and conceptual academic information with experiences in the field
- ENGAGE IN CRITICAL REFLECTION: The student will transition from academic habits to career readiness
- BUILD PERSONAL AND PROFESSIONAL COMPETENCIES: The student will increase personal and professional skills and competencies

Objectives for FSHD Internship Coordinator

- PROVIDE: information, structure, and supervision necessary for student growth

### 3. INTERNSHIP ELIGIBILITY

Eligibility for an internship is based on the following qualifications:

1. Internship units (i.e., FSHD 393/493) will be available to FSHD majors only.
2. Students must enroll in a minimum of 3 internship units per semester.
3. Students will be required to see their academic advisor prior to applying for an internship; the advisor will verify that the student:
  - ✓ Is a declared FSHD major.
  - ✓ Is in good academic standing with the University of Arizona and has at least a 2.25 grade point average (major and cumulative) at the University of Arizona.
  - ✓ Has sophomore, junior, or senior status with completion of the following courses: FSHD 117 and one additional FSHD course.
    - NOTE: In the future, students will be required to take FSHD 384 (Leadership, Ethics, and Professional Practice) prior to enrolling in an internship.
  - ✓ Transfer students should have completed at least one full-time semester—a minimum of 12 University of Arizona credits.
4. Internship will be part of the experiential requirement for FSHD majors. Majors can currently take FSHD 393/493, 394/494, 492, 399/499.
5. Students will be required to have a different job description if they apply for an internship at their current work/volunteer site.
6. Students will be required to have a different job description if they apply for a second internship at the same site.
7. On the internship application, students must specify how the proposed internship site is connected to an FSHD career or experience.
8. Internship credit will not be offered to students who completed experiential hours in previous semesters.
9. Students must complete ALL on-site hours before a grade is assigned for the internship.
10. Students will be required to attend a monthly group meeting with the internship coordinator as part of their internship experience.

#### 4. INTERNSHIP COURSE REQUIREMENTS

Students may enroll for a minimum of 3 units in fall or spring semesters. Interns will be expected to:

- Work at their Site each week on a schedule to be arranged with the site supervisor.
- Complete course assignments as outlined in the course syllabus.
- Participate in all of the 2-hour internship seminars, to be held on designated Friday mornings four times throughout the semester.

##### Site Work Expectations

Interns are expected to work a total of 45 hours per 1 university unit for their Site. The table below lists the required work hours based on unit enrollment. Students need to make a schedule with their Site supervisor to meet the work requirements. **Students are not automatically excused from work during school holidays.** All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Absences approved by the UA Dean of Students (or Dean's designee) will be honored. Time off for holidays needs to be negotiated with the Site supervisor in advance.

Enrolled Units	Required Semester Hours	Hours per Week (based on 15 weeks)
3	135	9
4	180	12
5	225	15
6	270	18

Students may only count hours spent working at or on behalf of the Site or program. Students may not count hours spent traveling from home to the worksite, or hours spent working on course assignments.

Students are welcome to work more hours than required, but they will not receive points or additional units for any hours beyond the required number.

**Students are required to complete 45 hours per unit, if they do not complete the required hours, they will fail or need to take an incomplete in the course.**

##### Internship Seminars

Interns meet as a class 4 times during the semester. All meetings are on Fridays from 10-12. In addition to whole class meetings, students are required to set up one individual meeting with the Internship Coordinator. These meetings are designed to provide student supervision.

## 5. TYPES OF INTERNSHIPS, CHOOSING A SITE

The Tucson area has many programs and organizations serving a variety of client populations. To ensure a quality internship experience, the Internship Coordinator must approve your placement before you begin work. This approval is included as part of the Internship Application form.

### Step One: Explore your options

- ✓ **Community Partners**  
We work with many different agencies in Tucson. If you are interested in working with one of our community partners, [click here](#). *This list is subject to change and may not be complete at any given time. In particular, names of site supervisors change periodically.*
- ✓ **University of Arizona Career Services**  
You can use Wildcat Job Link to search for both paid and unpaid opportunities. You will need to create an account in order to access the listings.  
<http://www.career.arizona.edu/>
- ✓ **The Volunteer Center of Southern Arizona**  
The Volunteer Center lists many different kinds of opportunities. You can call them at 881-3300 or check out their website at <http://www.volunteersoaz.org/>
- ✓ **Other Resources**  
Contact FSHD instructors, advisors, and classmates to hear what local options may be within your area of interest. Talk with professionals in the field or conduct an internet search to locate agencies.

### Step Two: Discuss your ideas with the Internship Coordinator

Call, email, or set up a meeting to discuss your ideas about internship. The internship coordinator can provide help with interviewing, contact people, goodness of fit, and ideas for alternative sites. Even if you are selecting a community partner, it is always best to double check the site with the Internship Coordinator before you set up an interview.

### Step Three: Interviewing

Once you have chosen some possible sites, and have discussed them with the Internship Coordinator, you should contact the organization itself for more information. When you call, explain that you are a student at the University of Arizona, that you are planning to participate in an internship experience, and you would like to learn more about their organization. Ask who would be the best person to talk with about internship—this may be a volunteer coordinator, human resources representative, or a program director. When you talk with that person, ask if you can set up an appointment to meet, or if they have some time to talk by phone.

In Preparation for the Interview:

Do your homework before you go for the interview. Be familiar with the organization—its

services, size, location(s), clients, and the work they expect you to perform. Examine your own career goals and skills. Think about what you want to get out of your internship and what you would like to learn.

Bring:

- ✓ The Internship Application
- ✓ Two copies of your résumé
- ✓ A typed list of references
- ✓ A pencil or pen and a pad of paper to take notes

Questions You May Want to Ask Interviewers:

- Tell me about the clients you serve.
- What are the most rewarding aspects of working for this Site?
- What are the most challenging aspects?
- What opportunities are available for student interns?
- What is the structure of the department where I would be working?
- What days/hours would I be expected to work?
- What activities would I be performing?
- Who would be my supervisor?
- What kind of training would I receive?

For more information, go to UA Career Services on the fourth floor of the Student Union Memorial Center, or visit their website at <http://www.career.arizona.edu/>

#### **Step Four: Fill out the Application Form**

Remember that you can talk with the Internship Coordinator at any time during your search to get tips, advice, or help in making a decision. Enjoy your experience; this is great practice for professional job hunting!

## Internship Checklist

- Open and read the Internship Application Form**  
You must be familiar with the form and know who needs to sign it.
  
- Make an appointment to see your academic advisor.**
  - Bring with you a current copy of your SAPR.
  - Bring with you the Internship application form as your advisor will need to sign a page.
  - Together, you will consider whether you are ready for the experience and get answers to your academic questions before you proceed with application process.
  
- Explore your options:**  
Engage in an Site search using our FSHD Internship list or search sites on your own.
  
- Discuss your ideas with the Internship Coordinator**  
The Internship Coordinator can guide you in the selection process
  
- Interviewing**
  - Interview at the site.
  - Create your internship schedule.
  - Have your site supervisor sign the application packet.
  
- Submit the completed Internship Application Form to the Internship Coordinator.**  
All pages of the application must be signed and dated before you will be enrolled in Internship.

**This process must be completed by the following dates:**

Semester to Enroll	Applications Due
Fall	First Monday in August
Spring	Last Day of Fall Semester

The Internship Coordinator will review your application. If approved, your information will be sent for registration. If changes are needed, the Internship Coordinator will contact

you to discuss the matter. It is important that you confirm your registration status by checking Student Link.

**Next Steps: After you've been accepted at a site**

Once you have chosen your site and submitted your application packet to the Internship Coordinator, there will be tasks that you must complete before beginning work at your site. Your site supervisor should tell you what you need to do, but you should ask to make sure things go smoothly. Following are some common things you may be expected to do.

- **Site paperwork.** You may need to complete a volunteer or employment application or fill out other human resources forms before you can begin work.
- **Fingerprinting and criminal background check.** If you will be working with children or working closely with clients, you will be expected to go through a criminal background check. This typically involves fingerprinting and signing some legal forms. The background check can take from three weeks to three months. Because many organizations must receive the results of the check before allowing you to begin work, you should complete this step as soon as possible. You may be required to pay a fee for this process.
- **Volunteer training.** Many organizations require a structured volunteer training while others may train you individually or on the job. The training may not be offered at a time that coincides with the semester schedule, meaning that you may have to complete the training during the preceding semester or during winter or summer break. You are responsible for completing all training as required by the placement organization.
- **Setting up your work schedule.** You are responsible for setting your work schedule with your site supervisor. Most agencies are flexible and are willing to work with your school schedule. However, the things you are most interested in doing might occur when you are scheduled to be in class. Check these out with your supervisor. Please be as flexible as you can to accommodate the organization's needs as well.

**Beginning the Semester**

Shortly before the semester begins, you will be connected to D2L and contacted by email regarding course meetings and assignments. Please contact the Internship Coordinator with any questions. Congratulations! You're on your way to a great semester!