

**Department of Human Development**  
College of Community and Public Affairs

**GUIDELINES FOR INTERNSHIP  
HDEV 395 AND HDEV 495**

**Definition of an Internship**

An internship is a learning experience that allows a student to integrate academic learning in the university with the “real-world” activities within a given career path. The objectives set by each intern will involve, in a broad sense, the application of academic theories and concepts to their work experience and a critical analysis of their findings. Since an internship is not a requirement for graduation, there is no pre-structured program. The student is thus required to design the internship and define its objectives in conjunction with a site supervisor, and submit the resulting proposal to a faculty sponsor for approval.

**Eligibility**

To qualify for an inent study, all of the following must be met:

1. The student must be matriculated in CCPA.
2. The internship must be related to the career goals of the student and the student should have sufficient background to undertake the internship and learn from the experience. Internship credit *may not* be granted for a paid work experience.
3. The internship must be performed in an established business, agency or other appropriate organization.
4. This site must not be owned in whole or in part by any of the student’s parents or relatives.

NOTE: *Human Development majors are restricted to the use of a total of 8 credit hours in internship and internship courses towards their degree (courses numbered 395, 397, 495, 497).*

**Policies and Procedures**

1. To apply for an internship, the student must submit a completed **Internship Cover Sheet** and an acceptable proposal to a faculty member with experience related to the area in which the internship will be performed.
2. Since the preparation of a proposal requires a great deal of thought and consideration, planning should begin well *before* the registration period for the semester in which the internship will be performed. A student can register for an internship only *after* the proposal has been approved by the site supervisor and faculty sponsor.
3. **Students cannot register on-line for HDEV 395 or HDEV 495. Registration must be completed in the Human Development Department Office.**
4. Undergraduate 4-credit internship proposals should be filed no later than the middle of the second week of class. Undergraduate internships for less than 4 credits have a later add-deadline.
5. A copy of the student’s cover sheet and proposal will be placed in the student’s academic file.
6. Internships are graded pass/fail.
7. Internships are typically three or four credits. **One credit represents 45 hours of student work per semester.** Those hours can include actual work on site, academic study or research and on-site or off-site preparation.

### **Faculty Sponsor**

1. The faculty sponsor can be any full-time or part-time faculty currently appointed in the Human Development Department in CCPA.
2. The faculty sponsor is responsible for serving as the on-campus coordinator and supervisor of the internship. As such, the faculty sponsor must approved the internship proposal, must maintain contact with the site supervisor to insure that the proposal is implemented properly, and is responsible for submitting the final grade to the Registrar's Office.
3. The faculty sponsor will be available for regular contact with the student during the internship.

### **Site Supervisor**

1. The site supervisor is the person who will serve as the direct supervisor of the student during the internship.
2. The site supervisor is responsible for providing a mid-semester evaluation and a final evaluation on the student's activities to the faculty sponsor for use in grading the student.

### **Proposal**

The Internship Cover Sheet must be accompanied by a proposal which addresses the following:

1. What are the learning objectives for the internship specific to the student's education goals and plan of study?
2. What is the student's academic/experiential preparation for undertaking the internship?
3. What activities will be undertaken during the internship and how will they be supervised?
4. What is the written component of the internship to be? Written work may include a journal reflective of the day-to-day experience, plus a paper (10-12) pages indicating how (or whether) the student's academic work illuminates practice and vice versa.