

# TEXAS STATE

**INTERNSHIP IN HUMAN DEVELOPMENT & FAMILY SCIENCES  
HDFS 4301  
HANDBOOK**

**SCHOOL OF FAMILY AND CONSUMER SCIENCES  
TEXAS STATE UNIVERSITY  
SAN MARCOS, TEXAS 78666**

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### **HDFS 4301: COURSE DESCRIPTION**

Internship program in human development-and family sciences related professions, services, industries, or businesses must meet college, department, and program requirements.

The School of Family and Consumer Sciences instituted the internship requirement to promote interaction between students and the work environment. HDFS 4301 is designed to allow students to participate in an educationally oriented practical experience. Through the internship, each student will have an opportunity to translate theory into operational applications and gain on-the-job experience in the field of human development-and family sciences.

HDFS 4301 is an online class with required coursework in addition to a **minimum 150 hours** of field placement. **All field placement hours must be performed within the designated academic period (first to last day of class)**. Students should plan to begin the internship early in the semester and must complete all hours by the last day of class. Students are required to maintain time logs due throughout the semester to demonstrate steady progress and must also arrange a midterm and final evaluation with the internship site supervisor. In addition to the successful completion of the requirements in the online internship class, 150 hours of fieldwork at the approved internship site must be verified by the site supervisor for course credit.

The class is offered online with specific coursework requirements in addition to 150 hours of appropriate and approved field placement.

### **OBJECTIVES FOR HDFS 4301**

Upon completion of the internship course, the student will have successfully:

1. participated in a work environment associated with the student's career goals.
2. integrated academic theory with workplace practice.
3. analyzed realistic problems associated with the workplace and be given an opportunity to resolve these problems.
4. demonstrated appropriate workplace ethics and personal behavior patterns.
5. demonstrated human relations skills in an environment reflective of today's diverse society.
6. applied written and verbal communication skills within all appropriate levels of the organization setting.
7. integrated a variety of professional experiences, job-seeking and networking skills

### **REGISTRATION for HDFS 4301**

- Students must have successfully completed all Core Curriculum coursework with at least 45 semester hours in FCS, including
  - HDFS 1351
  - HDFS 2351
  - HDFS 2353
  - HDFS 1355
- and at least 90 total credit hours overall before enrolling in HDFS 4301.
- Students must have a minimum GPA of 2.25 in their major for graduation.
- Students are responsible for securing an internship site before the end of the previous semester (date noted below).
- Students who are enrolled with an ECI minor must complete the HDFS 4301 field work in an **ECI program**.
- Students must consult with the HDFS 4301 Instructor to proceed with HDFS 4301 enrollment.
- Students can enroll in a maximum of 12 hours (including internship) during the semester they are completing their internships. Students who wish to enroll in more than 12 hours in the long semester or more than 6 hours in either summer session, must obtain approval from the HDFS Program Area Coordinator.

### **ADDITIONAL REQUIREMENTS for HDFS 4301**

- Internships at a prior place of employment or volunteerism require documentation indicating significantly different duties from past experiences to constitute a unique learning experience.
- The Human Development-and Family Sciences Program does not stipulate if the intern should be paid or unpaid, and allows compensation to be arranged between the supervisor and the intern. Further information can be found from the U. S. Department of Labor's Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act at <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

## INTERNSHIP APPLICATION & PROCESS

### Overview

Stage	Requirements	Deadlines Summer	Deadlines Fall	Deadlines Spring
<b>I. Proposal</b>	Resume Cover letter Application Checklist	<b>MAR 31</b>	<b>MAR 31</b>	<b>OCT 30</b>
<b>II. Approval</b>	Internship Site Form -Job Description -Internship Objectives -Site Supervisor Signature	<b>MAY 5</b>	<b>MAY 5</b>	<b>DEC 5</b>
<b>III. Internship</b>	Requirements include but not limited to: -Site Supervisor Mid-term Evaluation -Site Supervisor Final Evaluation -Student Self Evaluation -Written assignments -150 hours	Per syllabus dates	Per syllabus dates	Per syllabus dates
<b>IV. Grade by HDFS 4301 Instructor</b>	Completion of course requirements	Per University grading period	Per University grading period	Per University grading period

**\* You must submit all paperwork by the noted dates and be approved by the HDFS 4301 instructor or you cannot participate in the internship.**

### **I. PROPOSAL**

Potential interns should complete a resume, cover letter and application checklist. These 3 documents should be saved as a .doc or .docx or .pdf and submitted via the Internship Project Site on CANVAS via Dropbox.

#### A. Application Checklist

Complete the application checklist provided in this handbook.

#### B. Resume

Develop a working resume that is both professional and concise to send to potential internship sites. Refer to Career Services for assistance:

<http://www.careerservices.txstate.edu/resources/resumecoverletter.html>

#### C. Cover Letter

Compose a site-specific letter of application. This letter will follow standard business protocol and briefly identify the student's goals and provide personal and

University contact information. Refer to Career Services for assistance:  
<http://www.careerservices.txstate.edu/resources/resumecoverletter.html>

Students are urged to use the list of acceptable sites (Appendix I) to determine which is most appropriate for your interests and career plans. Sites not included on this list must be approved by the HDFS 4301 instructor. Please allow additional time for site-specific approval.

## II. APPROVAL

The HDFS 4301 instructor reviews the application checklist, resume and cover letter and provides feedback. Students may not proceed with the internship process until feedback is received and necessary changes have been made to the resume and cover letter.

Faculty approval of a cover letter and resume does not automatically ensure an internship experience. Final acceptance is determined by the cooperating organization. Most organizations and agencies require personal interviews. Request an interview as soon as possible after the proposal is approved.

To complete the approval process, students submit an Internship Site Agreement Form (found in this handbook) that clearly states the student's **objectives and job responsibilities**. The site supervisor's signature and contact information are required. **Documents must be submitted to and approved by the HDFS 4301 instructor by the dates noted in the Overview (above).**

## III. GRADE BY HDFS 4301 INSTRUCTOR

Grading is determined according to the HDFS 4301 syllabus.

## IV. ROLES AND RESPONSIBILITIES

### RESPONSIBILITIES OF INTERN

- Thoroughly review all sections of the handbook.
- Attend information session with HDFS 4301 instructor the week before registration.
- Complete Internship Site Agreement Form (see below) in collaboration with the site supervisor. This includes establishing learning objectives and job responsibilities with your supervisor.
- Uphold course objectives and complete all assignments.
- Log hours (150 hours minimum) and turn in all paperwork for internship to meet course criteria and scheduled due dates.
- Meet with Site Supervisor for mid-term and final evaluations.
- Complete a self-evaluation.

**RESPONSIBILITIES OF SITE SUPERVISOR**

The field supervisor plays a critical role in determining whether the experience is a positive, growth producing one for the student. Ideally, the supervisor is able to be both supportive and understanding, able to maintain realistic expectations of the student, and act as a professional role model and mentor.

Further, the Human Development-and Family Sciences Program at Texas State University asks that supervisors

- Orient the student to the organization.
- Supervise and evaluate the student's work over the course of the semester.
- Provide the required opportunities for the student to complete the tasks and responsibilities outlined in his/her Internship Site Agreement.
- Discuss the student's performance with the HDFS 4301 instructor as needed.
- Complete and return the midterm and final evaluations and documentation of hours completed to the HDFS 4301 instructor by the scheduled dates.

**RESPONSIBILITIES OF HDFS 4301 INSTRUCTOR**

- Ensure that the agency has a commitment to the internship as a training experience.
- Monitor and ensure that the internship is consistent with HDFS 4301 course objectives.
- Maintain consistent contact with the intern and the intern's site supervisor.
- Be available to provide mediation of difficulties, technical assistance, and any additional services deemed appropriate by the site supervisor and/or intern.
- Document that the intern is meeting course objectives in a manner that is consistent with university guidelines.
- Document to the University when the student has completed all requirements of the internship.

**INTERNSHIP SITE AGREEMENT FORM**

**1. Student's name:** \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2. Internship site:** \_\_\_\_\_

Site address: \_\_\_\_\_

Site website: \_\_\_\_\_

Site supervisor's name: \_\_\_\_\_

Site supervisor's telephone number: \_\_\_\_\_

Site supervisor's e-mail address: \_\_\_\_\_

**3. Student's objectives:**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

**4. Student's specific job responsibilities and expected activities:**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_



**5. Beginning Date:** \_\_\_\_\_  
(First day of class)

**Termination Date:** \_\_\_\_\_  
(Last day of class)

***Signature and Approval of Internship***

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*(HDFS 4301 Instructor)*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*(Student)*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*(Site Supervisor)*

Print site (agency or organization or business) name \_\_\_\_\_  
\_\_\_\_\_

**AFTER THE STUDENT AND SITE SUPERVISOR COMPLETE AND SIGN THIS FORM, THE STUDENT SHOULD  
SUBMIT AN ELECTRONIC COPY TO THE HDFS 4301 INSTRUCTOR. SEE HDFS 4301 INSTRUCTOR FOR  
DETAILS ON HOW TO SUBMIT.**

**INTERNSHIP EVALUATION**  
(To be completed by the site supervisor)

**PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT AN ELECTRONIC COPY TO THE HDFS 4301 INSTRUCTOR BY THE DEADLINE. See syllabus for midterm evaluation and final evaluation semester-specific deadlines.**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Based on the scale below, indicate how the student performed on each of the following

**(1) Unsatisfactory (2) Satisfactory (3) Above Expectations (4) Outstanding (N/A) Not Applicable**

	1	2	3	4	N/A
1. Demonstrates responsibility					
2. Works effectively with diverse groups					
3. Demonstrates awareness and appreciation for cultural diversity					
4. Demonstrates skill in communication (verbal and written)					
5. Works effectively as a team member					
6. Completes assigned tasks correctly & in a timely manner					
7. Uses a variety of resources when needed					
8. Demonstrates effective problem-solving skills					
9. Demonstrates adequate academic preparation					
10. Seeks to develop professional competence					
11. Is accountable for professional actions					
12. Proceeds well on his/her own					
13. Willing to ask for help when needed					
14. Willing to accept and use suggestions					
15. Meets conflict with emotional control & self-confidence					
16. Is highly motivated to learn the work (shows initiative)					
17. Has a pleasant, positive demeanor; shows enthusiasm					

	1	2	3	4	N/A
18. Demonstrates mature, ethical judgment					
19. Shows leadership capabilities					
20. Regular in attendance and punctual					
21. Demonstrates ability to organize work and self					
22. Demonstrates knowledge of the principles of human development and family sciences.					
23. Demonstrates ability to apply developmental theory to practice					
24. Demonstrates knowledge of development principles related to population served at internship site					
25. Demonstrates knowledge of the functioning of families					
26. Demonstrates knowledge of the principles of family dynamics					
27. Demonstrates awareness and appreciation of family diversity					
28. Identifies and uses ethical behaviors in the field of human development- and family sciences					
29. Identifies and uses professional behaviors in the field of human development and family sciences					
30. Exhibits ethical and professional behaviors as determined by program/agency policies					

The student's outstanding qualities are: \_\_\_\_\_

\_\_\_\_\_

The qualities that the student should strive most to improve are: \_\_\_\_\_

\_\_\_\_\_

Total # of hours completed: \_\_\_\_\_ Site Supervisor's Signature: \_\_\_\_\_

**HDFS 4301**  
**INTERNSHIP HOURS**  
**(MAY BE COMPLETED BY STUDENT FOR SUPERVISOR SIGNATURE)**

Student's Name: \_\_\_\_\_ Internship Location: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

<b><u>DATES (to be announced)</u></b>	<b>HOURS PER WEEK</b>	<b>TOTAL HOURS</b>

**Mid-Term Hours:**  
Total hours at mid-term: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_  
**Final Hours:**  
Total hours for semester: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

### STUDENT SELF-EVALUATION

**To be completed by the student and submitted following HDFS 4301 Syllabus instructions.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Based on the scale below, indicate how you performed during your internship and will exhibit these skills in your career.

**(1) Unsatisfactory (2) Satisfactory (3) Above Expectations (4) Outstanding (N/A) Not Applicable**

	1	2	3	4	N/A
1. I understand & demonstrate my responsibilities					
2. I am able to work effectively with diverse groups					
3. I show proper awareness of and appreciation for cultural diversity					
4. I demonstrate skill in communication (verbal and written)					
5. I work effectively as a team member					
6. I complete assigned tasks correctly & in a timely manner					
7. I use a variety of resources as needed					
8. I demonstrate effective problem-solving skills					
9. I use my academic preparation in the completion of my duties					
10. I strive to develop professional competence					
11. I am accountable for my actions					
12. I can work independently and effectively					
13. I am willing to ask for help when needed					
14. I am willing to accept and use suggestions					
15. I handle conflict with emotional control & self-confidence					
16. I am highly motivated to learn the work (shows initiative)					
17. I have a pleasant, positive demeanor; and show enthusiasm					

	1	2	3	4	N/A
18. I demonstrate mature, ethical judgment					
19. I show leadership capabilities					
20. I follow the agreed upon work schedule					
21. I demonstrate my ability to organize work and myself					
22. I demonstrate knowledge of the principles of human development and family sciences					
23. I am able to apply developmental theory to practice					
24. I demonstrate my knowledge of development principles related to my field work					
25. I understand and use knowledge about the functioning of families					
26. I understand and use knowledge about the principles of family dynamics					
27. I am aware and appreciate family diversity					
28. I identify and use ethical behaviors in the field of human development and family sciences					
29. I identify and use professional behaviors in the field of human development and family sciences					
30. I demonstrate ethical and professional behaviors as determined by program/agency policies					

My outstanding qualities are: \_\_\_\_\_

\_\_\_\_\_

The qualities I most need to improve are: \_\_\_\_\_

\_\_\_\_\_

## **Appendix I: Potential HDFS 4301 Internship Sites**

### I. Health and Human Services

#### A. Nutrition

1. WIC

#### B. Department of Family Protective Services

1. Child Protective Services
2. Child Care Licensing

#### C. Early Childhood Intervention

1. Any state-run ECI program
2. Camino Real Early Childhood Intervention Program
3. Any Baby Can
4. March of Dimes

### II. Community Organizations

#### A. Nutrition

1. Central Texas Food Bank

#### B. Child Abuse and Protection

1. CASA
2. Safe Place
3. San Marcos Youth Council
4. Children's Advocacy Center
5. Hays-Caldwell Women's Center

#### C. Baby Adoption

1. Adoption Advocates in Austin
2. Provident Place San Antonio
3. Upbring
4. Catholic Charities (if doing baby work)
5. Baby Works -Edna Gladney in Fort Worth
6. Caring Adoption in Houston
7. Buckner in Dallas

#### D. Older Child Adoption and Foster Care

1. Upbring
2. Lifeworks
3. Pathways
4. Settlement Home
5. Helping Hands-long term therapeutic foster care
6. Starry in Round Rock
7. St. Jude's Ranch for Children-Texas-San Antonio, New Braunfels

#### E. Family Intervention Services

1. Any Baby Can
2. Meals on Wheels

3. Caritas of Austin
4. Big Brothers/Big Sisters
5. Urban League

### III. Education

#### A. School-based Programs

1. Communities in Schools
2. Extend-A-Care
3. Parenting Education Program (PEP)-San Marcos High School

#### B. Preschool Education Programs

1. CDC at TX State
2. Open Door Preschool, Austin
3. Manchaca UMC CDC
4. Mainspring, Austin
5. CARE Academy, Austin
6. University of Texas Child Development Center
7. Others based on site approval

#### C. University Programs

1. TRIO, Texas State University
2. Strengthening Relationships/Strengthening Families Program

### IV. Mental Health Services

- A. CARES Clinic at TX State
- B. SafePlace Austin
- C. Austin Child Guidance Center
- D. Wonders and Worries
- E. ABA Connect, Austin
- F. Cenikor Foundation (Hays Caldwell Council on Alcohol & Drug Abuse)

### V. Health/Hospitals

- A. Dell Children's Medical Center of Central Texas, Austin
- B. Baptist Medical Center, San Antonio
- C. Ronald McDonald House Charities of Central Texas, Austin
- D. Easter Seals of Central Texas (Austin)
- D. Child Life programs

### VI. Advocacy

- A. Children's Defense Fund
- B. Youth Advocate Program
- C. Hays-Caldwell Women's Center
- D. Center for Public Policy Priorities
- E. Community Action Agencies
- F. United Way



VII. Family Outreach

- A. Austin Nature Center
- B. Texas Inter-faith
- C. Thinkery (Austin Children's Museum)
- D. Operation Homefront
- E. YMCA
- F. Family Eldercare, Austin
- G. Meals on Wheels
- H. Comal County Senior Citizen Foundation

**Other community and university-based programs serving families and children based on site-approval by the university supervisor.**

**\*HDFS interns who are interested in working in school settings MAY NOT contact schools/districts for positions reserved for student teaching experiences (education majors). HDFS interns who desire to complete hours within a school setting should consider school-based programs, such as those listed in this Appendix I.**

**Appendix II**  
**HDFS 4301 Internship Application Checklist**

**Name:**

**Email:**

**Have you completed all core curriculum coursework? YES or NO**

If no, indicate which courses still need to be completed and if you are currently taking these courses:

**Have you completed HDFS 1351, HDFS 2351, HDFS 2353, and HDFS 1355? YES or NO**

If no, indicate which courses still need to be completed and if you are currently taking these courses:

**What is your GPA in your major? \_\_\_\_\_**

Interns must have a minimum of 2.25 GPA in their major for graduation.

**How many hours will you be enrolled during the semester you plan to take HDFS 4301? \_\_\_\_\_**

Interns may enroll in a maximum of 12 hours (Fall/Spring interns) and 6 hours (Summer interns) during the semester they take HDFS 4301 – this includes the 3-hour internship course. Students who wish to enroll in more than the allotted number of hours must seek approval from the HDFS Program Area Coordinator.

*\*Please note the deadlines to upload proposal to the CANVAS HDFS 4301 Internship Project Site: Summer & Fall Interns (**MAR 31**) and Spring Interns (**OCT 30**).*