

## **Steps to complete an Internship or Practicum (HDFS 794) for students not in the CFT option**

1. Choose a major advisor.
2. With your major advisor, select committee members and complete a Plan of Study. You will list HDFS 794 on your Plan of Study.
3. Complete a Practicum/Internship application form.
4. Meet with your advisor and the internship coordinator to discuss possible placement options.
5. With your advisor, complete a HDFS 794 Syllabus form, agreeing on your responsibilities, assignments, and grading criteria.
6. Working with the internship coordinator and your advisor, have the supervisor at the work site complete a Site Contract. (Steps 5 and 6 depend on each other and need to be closely coordinated).
7. While working on the internship, keep a log of hours worked and activities performed. This log will be turned in to your site supervisor weekly and to your advisor at mid-semester and at the end of the semester.
8. Have the site supervisor complete a midterm and final evaluation of your performance.
9. Complete all assignments as specified in the HDFS 794 Syllabus.

**HDFS 794 Practicum/Internship  
APPLICATION**

**Please Print**

Name \_\_\_\_\_ ID # \_\_\_\_\_

Local Address \_\_\_\_\_  
Street # or PO Box # City State Zip

Local Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Major Advisor: \_\_\_\_\_

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**SEMESTER**     Fall     Spring     Summer

**Number of Credit Hours:** \_\_\_\_\_

**794 - Practicum/Internship Prerequisites:**

- Completed 2 full semesters
  - Signed Plan of Study that includes practicum/internship
  - Major Advisor Approval
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**Possible Practicum/Internship Sites:** See [www.ndsu.edu/HDFS](http://www.ndsu.edu/HDFS) for a list of possible sites. Other sites may also be accepted with prior approval from your Major Advisor and the Internship Coordinator.

**Placement Site Request:**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

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**Major Advisor Signature**

**Student Signature**

## **Syllabus for HDFS 794 – Practicum/Internship**

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### **Course Objectives**

1. To gain an understanding of how concepts are used in applied settings.
2. To develop an understanding of community service and the people served.
3. To strengthen credentials in the job market.

### **Student Responsibilities**

1. Complete a contract with your site supervisor and turn it in to your major advisor by the end of the first week of classes.
2. Complete an “Authorization for Child Abuse and Neglect Background Check” and return to your major advisor by the first day of classes.
3. Maintain time sheets: total the hours on each sheet and have each signed by your site supervisor.
4. Give the evaluation form to your site supervisor twice during the semester and return it to your major advisor by the agreed upon dates.
5. Complete the attached contract with your major advisor and file it with the HDFS secretary by the first day of classes.

### **Hours**

An internship is a 3 credit class; therefore, you will need to work approximately 8 hours per week (123 hours for the term).

### **Menu of Possible Assignments**

Work with your major advisor to select the type of internship or practicum that would best suit your needs. If you come up with an assignment not listed, it will need to be approved by the Department Graduate Committee.

- a. Program evaluation
- b. Program development
- c. Grant writing
- d. Research
- e. Teaching
- f. Supervising
- g. Write brochures, manuals or other content designed for use by clients or the public

### **Grading Criteria**

In order to receive credit for this experience, you will need to receive satisfactory ratings on the following criteria unless you and your advisor decide otherwise (see Contract):

1. Time sheets
2. Site evaluations
3. Written product(s)
4. Oral presentation for department (note, this is expected only for students in the HDFS option)

**Contract for HDFS 794 Practicum/Internship**

The major advisor should review the grading procedure with the student and use this contract as a guide to determine whether the goals for the semester were met.

S=Satisfactory

U=Unsatisfactory (this will be given to all students without a contract)

I=Incomplete: to be used in extenuating circumstances

Student \_\_\_\_\_ Emp ID# \_\_\_\_\_

Major Advisor \_\_\_\_\_ Semester/Year \_\_\_\_\_

**Deadlines for Site Evaluation:**

First evaluation: \_\_\_\_\_

Final evaluation: \_\_\_\_\_

**Assignments (please circle at least one):**

Program evaluation

Research

Grant writing

Program development

Teaching

Supervising

Write content for client/public

Other: \_\_\_\_\_

(Must be approved by Graduate Committee)

**Description of written product(s) student will produce:**

**Modifications to grading criteria (if no modifications are listed, the 4 items listed above will be used):**

**Signatures:**

Student \_\_\_\_\_

Date \_\_\_\_\_

Major Advisor \_\_\_\_\_

Date \_\_\_\_\_

Grade Received \_\_\_\_\_

**HDFS 794 Practicum/Internship  
Site Contract**

Student \_\_\_\_\_ Program \_\_\_\_\_  
(First name) (Last name)

Address \_\_\_\_\_  
(Street/PO Box) City State Zip

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Semester/Year \_\_\_\_\_ Advisor \_\_\_\_\_

Number of Credits \_\_\_\_\_ Minimum hours required \_\_\_\_\_

Field Experience Site \_\_\_\_\_

Mailing Address of Site \_\_\_\_\_

Field Experience Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Arranged Work Schedule (Days and Times) \_\_\_\_\_

Duties/Responsibilities for the STUDENT: (To be completed with site supervisor)  
(e.g., teaching, help with grant writing, creating brochures, etc)

Duties/Responsibilities for the SITE: (To be completed with site supervisor)  
(e.g., weekly meetings, evaluations, providing student with ample hours, etc)

Approved: \_\_\_\_\_  
(Site Supervisor) (Date)

\_\_\_\_\_  
(Major Advisor) (Date)

### Internship Time Sheet

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

**Site:** \_\_\_\_\_

**Month & Year:** \_\_\_\_\_

Date	Hours at site	What did you do?	Total hours

\_\_\_\_\_  
On Site Supervisor's Signature/ Date

\_\_\_\_\_  
NDSU Major Advisor's Signature/ Date

\_\_\_\_\_  
Week1

\_\_\_\_\_  
Week2

\_\_\_\_\_  
Week3

\_\_\_\_\_  
Week4

\_\_\_\_\_  
Total hours for month