



AUBURN UNIVERSITY

COLLEGE OF HUMAN SCIENCES

*DEPARTMENT OF HUMAN DEVELOPMENT
AND FAMILY SCIENCE*

Letter of Introduction to Site Supervisors Regarding Student Interns

Dear Site Supervisor:

Undergraduate students in the Department of Human Development and Family Science (HDFS) at Auburn University are required to complete a senior-level internship prior to graduation related to their course of study and their career goals. In preparation, students complete courses in human development, family dynamics and interpersonal skills along with a specialized professional concentration in one of five areas: Early Child Development, Child Life, Child and Adolescent Development, Adult Development, or Family Life Education. The student who presented you with this letter is interested in developing their professional competence in one of these areas through participation in your program.

For the student, the purpose of the internship is to (a) apply theories and principles learned in the classroom; (b) gain experience serving in the role of a professional; (c) acquire knowledge and skills related to professional practice; and, (d) learn about overall methods of operation in your program. If you agree to have this student work with you, we would like you, or the person who will most closely supervise the student, to do the following:

1. Provide the student with as much direct, hands-on experience with clients and services as possible and appropriate for your program. Some of the work may be indirect such as when the student observes, accompanies or assists a regular employee.
2. Help the student to become acquainted with your staff, services, policies and procedures, as well as the physical characteristics and operational methods of your site. If possible, engage the student in areas of your organization that they are not directly involved with on a daily basis.
3. Supervise and facilitate the student's development by regularly observing their work, and by providing them with constructive feedback. Consult with the HDFS Internship Director to address any significant problems or concerns.
4. Complete a mid-semester and final evaluation of the student's performance. The HDFS department will provide the evaluation forms. The evaluation provides a good opportunity for the supervisor and student to consult on the student's progress. Our department also uses the information you provide for program assessment and improvement.
5. Verify and sign-off on the student's Time and Activity Log at mid-semester and at the end of the internship. The student will be responsible for documenting their hours and activities during the internship using a format required by the HDFS program.
6. Allow the HDFS Internship Director to conduct a site visit, or provide opportunity for the HDFS Internship Director and site supervisor to consult about the student's progress via telephone or email, as necessary. We primarily conduct site visits for students completing their internship in the Auburn/Opelika area.

The student will be enrolled in 12 credit hours at Auburn University during the internship semester and they are required to complete a *minimum* of 450 hours with your program. In a 15-week Fall or Spring semester, the student should complete approximately 30 hours of field experience per week. During the 10-week summer semester, the student will have to complete approximately 45 hours of field experience per week. Because the HDFS department is concerned about both the depth and breadth of the student's internship experience, we expect them to work at the internship site for the full number of weeks in a semester in addition to completing the minimum number of hours. We encourage all of our students to complete more than the minimum required hours. You and the student should arrange the actual days and times worked by the student as well as their internship responsibilities.

During the internship, the student also will be required to participate in an internet-based course with the HDFS Internship Director. The course will require the student to complete assignments and participate in other professional development experiences. The HDFS Internship Director will be available to you at any time during the internship to assist in your work with our student.

If you agree to work with the student, we will ask your agency to sign an *Agreement of Cooperation* with the HDFS department. Included with this letter you will find a copy of the agreement and a more detailed outline of our *Internship Objectives and Evaluation Procedures*. The HDFS department will mail original forms to you once you and the student reach an agreement about their internship placement. The student is responsible for conveying to the HDFS department that you have agreed to an internship before we contact you to finalize the placement.

The internship is a very important component of the student's college education and early professional development. It is often one of the most rewarding and challenging learning experiences of the student's entire program. Your cooperation makes this experience possible. I thank you in advance for your willingness to participate. Please do not hesitate to call me if you have any questions or concerns. You can learn more about the HDFS Internship by visiting our webpage at <http://humsci.auburn.edu/hdfs/ugrad/internship.php>.

Sincerely,



Stephanie D. Baumann, Ph.D.
HDFS Internship Coordinator
E-mail: sdb0072@auburn.edu

Department of Human Development and Family Science
INTERNSHIP OBJECTIVES AND EVALUATION PROCEDURES
(Credit Hours: 12 Clocked Hours: 450)

It is the expectation of the HDFS Department that student interns will be engaged in all professional activities of the agency, as feasible and beneficial, the Internship Site Supervisors will provide student interns with supervision and feedback to enhance their professional growth. The HDFS Internship Director is available to support the success of the internship for both the internship site and student.

OBJECTIVES FOR THE STUDENT INTERN

- Learn about the agency, its mission and operating procedures
- Acquire knowledge and experience in professional practice
- Observe and learn from the experiences of the staff
- Increase understanding of the needs of the client population served
- Benefit the agency and its programs
- Enhance professional opportunities
- Formulate concrete professional goals and a well-defined code of ethics

METHODS OF REACHING OBJECTIVES

- Participate in an agency orientation and any necessary training
- Consult with HDFS Internship Director and agency supervisor, as needed
- Demonstrate professional behavior and a strong work ethic in all aspects of the internship experience
- Work the assigned number of hours with the agency
- Function as a support staff member providing assistance in any area of the program where learning and service take place
- Relate on a one-to-one basis with staff and clients served by the agency
- Complete required HDFS internship assignments, including, but not limited to: (a) maintaining a Time and Activity Log, (b) establishing and critiquing personal learning objectives, (c) reflecting on professional growth and development, and (d) summarizing and evaluating the internship experience

EVALUATION OF INTERN

- Two agency appraisals of the intern's performance are required. The initial evaluation should be submitted to the HDFS Internship Director at mid-semester. The final evaluation should be returned during the last week of the semester. The internship site supervisor and the student intern will arrange to meet and discuss the evaluation forms. *It is the intern's responsibility to see that the evaluations are submitted to the HDFS Internship Director by the due date.*
- The HDFS evaluation forms will serve as the basis for appraising the intern's on-site performance as will any other communications between the HDFS Internship Director and the agency supervisor.
- The intern's final grade will be assigned by the HDFS Internship Director based on the following criteria: (a) timely and quality completion of course assignments, (b) fulfillment of the required 450 minimum on-site hours, (c) evaluations of student performance by the agency supervisor, (d) periodic consultations with the intern and agency supervisor, as necessary.

This agreement is for example only. An original agreement will be mailed to the Internship Site after the student communicates with the HDFS department their commitment to a placement.

**AGREEMENT OF COOPERATION
BETWEEN THE DEPARTMENT OF HUMAN DEVELOPMENT AND FAMILY STUDIES,
AUBURN UNIVERSITY, AND**

**Name of Site
City, State**

**FOR
HUMAN DEVELOPMENT AND FAMILY STUDIES STUDENT INTERNS**

This Agreement is made by and between _____ and Auburn University by and through its Human Development and Family Studies Department, as of this date, _____ as AU HDFS desires to provide internship training experiences for its students, and the Facility is willing to provide such experiences. This Agreement memorializes the agreed to terms and respective responsibilities of the Facility, AU HDFS, and the participating student(s).

THE AU HDFS WILL:

1. Assume initial responsibility for selection of student(s) to be placed;
2. Require student(s) as a prerequisite for internship participation to have successfully completed the didactic portion of the curriculum applicable to the Facility and to have a 2.25 overall un-gapped GPA;
3. Provide the Facility with an opportunity to review any student candidate(s) and appropriate records prior to acceptance;
4. Provide at least one AU HDFS faculty member (The HDFS Internship Director) as a liaison between the Facility and AU HDFS. The liaison will: (a) periodically discuss with the student(s) and the Facility's student supervisor the progress of the student(s), and (b) be available to supervise regarding problems pertaining to student(s);
5. Provide the Facility with a statement of general learning objectives applicable to the internship program;
6. Be responsible for determining final grades and credit hours earned;
7. Inform student(s) of their responsibility to procure and maintain professional liability insurance in the amounts of One Million (1,000,000) per occurrence and Three Million Dollars (3,000,000) annual aggregate for the duration of his/her internship, and to provide the Facility with a copy of the insurance certificate reflecting coverage upon request;
8. Inform student(s) of their responsibility to procure and maintain health insurance coverage for the duration of their internship;
9. Inform student(s) they are required to complete the Alabama and FBI Criminal Background/ Fingerprint check, and to provide the Facility with a copy of their Clearing Letters upon request;
10. Inform student(s) that they will be required to comply with the Facility's Code of Conduct, and relevant policies and procedures as provided to student(s) by the Facility;
11. Inform students of their responsibility to maintain the confidential nature of patient information and facility records; and
12. Advise student(s) that the Facility may terminate any student whose health or performance is determined to be a detriment to client well-being or to achievement of the stated objectives of the internship experience, but only after AU HDFS has allowed the student(s) the opportunity to respond to the Facility's charge against the student(s).

THE FACILITY WILL:

1. Notify AU HDFS of the number of students the Facility can accommodate during any academic period. It is within the discretion of the Facility as to the number of students accepted;
2. Accept student(s) in placement without regard to age, race, color, sex, national origin, religion, disability or veteran status;
3. Have the right to reject student(s) offered for the internship for reasons related to the student(s)'s ability to function at the Facility or perform specific tasks and assignments associated with the internship;
4. Retain full responsibility for the care of clients and maintain administrative and professional supervision of student(s) insofar as their presence affects the operation of the Facility and/or the direct and indirect care of clients.
5. Designate a staff member who will be responsible for the supervision of the internship experience and will: (a) meet with the student(s) to review his/her work each week, (b) prepare written reports on student(s)'s progress, including the mid-term and final evaluation report forms provided by the AU HDFS, and (c) be available for consultation with faculty of the AU HDFS regarding individual student(s) or the internship program in general;
6. Assist in the orientation of students to the physical facilities, policies and procedures of the Facility;
7. Provide student(s) with opportunities to use the organization's resources, reasonably equivalent to those provided regular employees carrying similar responsibilities: office space, telephone, clerical service, supplies, access to records and to clientele;
8. Advise AU HDFS of any serious deficiencies noted in the ability of student(s) to progress toward achievement of the objectives of the internship experience, and to assist AU HDFS and the student(s) in attempting to correct the deficiencies;
9. Provide and/or obtain emergency medical care in the event of an accident during the internship experience;
10. Advise the AU HDFS Internship Director of any changes in its operation, policies and procedures or personnel which may affect the internship experience; and
11. Cooperate in the use of depersonalized case records, agency reports, and other organizational materials for class assignments.

MUTUAL DUTIES OF AU HDFS and the FACILITY:

1. Schedule at least one (1) joint conference per year to discuss progress of the internship experience and changes or revisions desired in this Agreement.
2. AU HDFS shall be responsible for the maintenance of all student(s) records as required by law although both parties recognize that they are bound to comply with the Family Education Rights and Privacy Act in their handling of student educational records; and
3. Understand that Facility employees and agents are not employees of AU HDFS, and AU HDFS Student(s) and Faculty are not employees or agents of Facility. Neither entity shall receive employee benefits and/or other work-related compensation from the other.

DUTIES of the STUDENT(S):

1. Student(s) are required to procure and maintain Professional liability insurance covering the duration of his/her internship in the amounts of One Million (1,000,000) per occurrence and Three Million Dollars (3,000,000) annual aggregate and to provide proof of to the Facility upon request;
2. To wear a nametag that clearly identifies him/her as an intern; and
3. In the event of injury while participating in the internship, student(s) will report immediately to their Facility supervisor and subsequently to the AU HDFS Internship Director. Medical evaluations and treatments are the responsibility of the student(s)'s and his/her/their health insurance carrier and will be billed for services. The student(s) will be responsible to pursue and complete any follow-up counseling and testing needed.

