# University of New Hampshire
Department of Human Development and Family Studies
HDFS 782/792 Family Internship Contract

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>ID #:</th>
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<tbody>
<tr>
<td>Campus Address:</td>
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<tr>
<td>Phone(s):</td>
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<td>E-mail:</td>
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<tr>
<td>Beginning Date:</td>
<td>Ending Date:</td>
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<tr>
<td>Usual Working Hours:</td>
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<td>Internship Site:</td>
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<tr>
<td>On-Site Supervisor:</td>
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<tr>
<td>Phone(s):</td>
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<td>E-Mail:</td>
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<td>Mailing Address:</td>
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<td>Student Responsibilities:</td>
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## Requirements:
- [ ] Time Sheet
- [ ] Midterm Evaluation
- [ ] Final Evaluation
- [ ] Journal
- [ ] Final Paper
- [ ] Other (specify): □

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<thead>
<tr>
<th>Student:</th>
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<tr>
<td>On-Site Supervisor:</td>
<td>Date:</td>
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<tr>
<td>UNH Faculty Sponsor:</td>
<td>Date:</td>
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**Copies:** Student, On-Site Supervisor, Faculty Supervisor, Student File
Ethical Standards for Human Development and Family Studies Department

Students in Internships or Practica\textsuperscript{1}

Human service professionals and those who educate them, regardless of whether they are students, faculty, or practitioners, promote and encourage the unique values and characteristics of human service. In so doing, interns and educators uphold the integrity and ethics of the profession, partake in constructive criticism of the profession, promote client and community well-being, and enhance their own professional growth.

Although ethical codes are not legal documents, they may be used to assist in the adjudication of issues related to ethical human service behavior.

1. The intern respects the integrity and welfare of the client at all times. Each client is treated with respect, acceptance, and dignity.

2. The intern protects the client’s right to privacy and confidentiality except when such confidentiality would cause harm to the client or others. The intern will adhere to all state laws regarding confidentiality as well as agency policy.

3. The intern seeks appropriate consultation and supervision to assist in decision-making when there is a legal, ethical, or other dilemma.

4. The intern will adhere to all university policies and all state laws (including all mandated reporting relative to abuse and neglect) during their interactions with clients and others.

5. The intern acts with integrity, honesty, genuineness, and objectivity.

6. The intern is aware of the influential position he or she has with clients and makes decisions to strengthen that trust and avoids situations that might impair his or her judgment or increase the risk of exploitation. These situations include, but are not limited to, close personal or business relationships.

7. The intern adheres to the commitment made to his or her employer and to his or her faculty supervisor.

8. The intern strives to personify characteristics typically associated with the profession (e.g., accountability, respect for others, genuineness, empathy, pragmatism), and strives for self-awareness and personal growth.

I, ____________________________________ (print name), accept and endorse the above standards of ethical conduct and will, to the best of my ability, uphold the principles of behavior outlined by these standards during my internship/practicum.

(student’s signature)  
(date)

(faculty supervisor’s signature)  
(date)

(site supervisor’s signature)  
(date)

1. The on-site supervisor must regularly initial the student’s time sheets, as well as sign each page.

2. Time sheets must reflect actual hours worked. Any student whose time sheet is not an accurate reflection of time worked will not receive credit.

3. Please submit this timesheet to your HDFS faculty supervisor upon completion.
Student:  

Onsite Supervisor: 

1. Has this student been dependable?
   - [ ] Exceptional
   - [ ] Very Good
   - [ ] Good
   - [ ] Fair
   - [ ] Poor

2. Has this student been prepared?
   - [ ] Exceptional
   - [ ] Very Good
   - [ ] Good
   - [ ] Fair
   - [ ] Poor

3. What does this student do well at this point?

4. What should this student continue to work on?

5. How would you rank the student’s performance?
   A. Awareness of the Agency
      - [ ] Exceptional
      - [ ] Very Good
      - [ ] Good
      - [ ] Fair
      - [ ] Poor
   B. Awareness of the “Big Picture”
      - [ ] Exceptional
      - [ ] Very Good
      - [ ] Good
      - [ ] Fair
      - [ ] Poor
   C. Planning
      - [ ] Exceptional
      - [ ] Very Good
      - [ ] Good
      - [ ] Fair
      - [ ] Poor
   D. Implementation
      - [ ] Exceptional
      - [ ] Very Good
      - [ ] Good
      - [ ] Fair
      - [ ] Poor
   E. Conducts Self in a Professional Manner
      - [ ] Exceptional
      - [ ] Very Good
      - [ ] Good
      - [ ] Fair
      - [ ] Poor
F. Communication Skills
☐ Exceptional      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

G. Incorporates Constructive Feedback
☐ Exceptional      ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor

6. Would this student be ready to assume the role of an entry-level professional in your organization tomorrow?
   ☐ Yes, without reservation
   ☐ Yes, with some guidance
   ☐ Yes, with significant assistance
   ☐ Unsure at this time, because ____________________.

7. Do you have any other comments you wish to share?

________________________________________________________
Onsite Supervisor

________________________________________________________
Date

Please return in the enclosed envelope by ________________. Thank you.
Midterm Student Evaluation
HDFS 782 Family Internship

Student: ____________________________

Onsite Supervisor: _______________________

1. Have you been dependable?
   - Exceptional
   - Very Good
   - Good
   - Fair
   - Poor

2. Have you been prepared?
   - Exceptional
   - Very Good
   - Good
   - Fair
   - Poor

3. What do you do well at this point?

4. What should you continue to work on?

5. How would you rank your performance?
   A. Awareness of the Agency
      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
   B. Awareness of the “Big Picture”
      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
   C. Planning
      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
   D. Implementation
      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
   E. Conducts Self in a Professional Manner
      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
F. Communication Skills

☐ Exceptional ☐ Very Good ☐ Good ☐ Fair ☐ Poor

G. Incorporates Constructive Feedback

☐ Exceptional ☐ Very Good ☐ Good ☐ Fair ☐ Poor

6. Would you be ready to assume the role of an entry-level professional in this organization tomorrow?

☐ Yes, without reservation
☐ Yes, with some guidance
☐ Yes, with significant assistance
☐ Unsure at this time, because ________________.

7. Do you have any other comments you wish to share?

__________________________________________  __________________________
Student Date

Please return in the enclosed envelope by _________________. Thank you.
Final Evaluation
HDFS 782 Family Internship

Student: _______________________________________________________

Onsite Supervisor: _______________________________________________

1. Has this student been dependable?
   - Exceptional
   - Very Good
   - Good
   - Fair
   - Poor

2. Has this student been prepared?
   - Exceptional
   - Very Good
   - Good
   - Fair
   - Poor

3. What does this student do well at this point?

4. What should this student continue to work on?

5. How would you rank the student’s performance?
   A. Awareness of the Agency
      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
   B. Awareness of the “Big Picture”
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      - Fair
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      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
   E. Conducts Self in a Professional Manner
      - Exceptional
      - Very Good
      - Good
      - Fair
      - Poor
F. Communication Skills

☐ Exceptional    ☐ Very Good    ☐ Good    ☐ Fair    ☐ Poor

G. Incorporates Constructive Feedback

☐ Exceptional    ☐ Very Good    ☐ Good    ☐ Fair    ☐ Poor

6. Would this student be ready to assume the role of an entry-level professional in your organization tomorrow?

☐ Yes, without reservation
☐ Yes, with some guidance
☐ Yes, with significant assistance
☐ Unsure at this time, because ______________.

7. Do you have any other comments you wish to share?

Onsite Supervisor _______________________________ Date _______________________________

Please return in the enclosed envelope by ______________. Thank you.
Final Student Evaluation
HDFS 782 Family Internship

Student: __________________________

Onsite Supervisor: ______________________

1. Have you been dependable?
   - □ Exceptional
   - □ Very Good
   - □ Good
   - □ Fair
   - □ Poor

2. Have you been prepared?
   - □ Exceptional
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   - □ Fair
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   E. Conducts Self in a Professional Manner
      - □ Exceptional
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      - □ Fair
      - □ Poor
F. Communication Skills

☐ Exceptional  ☐ Very Good  ☐ Good  ☐ Fair  ☐ Poor

G. Incorporates Constructive Feedback

☐ Exceptional  ☐ Very Good  ☐ Good  ☐ Fair  ☐ Poor

6. Would you be ready to assume the role of an entry-level professional in this organization tomorrow?

☐ Yes, without reservation
☐ Yes, with some guidance
☐ Yes, with significant assistance
☐ Unsure at this time, because ____________.

7. Do you have any other comments you wish to share?

Student ____________________________ Date ____________________________

Please return in the enclosed envelope by ______________. Thank you.