1. Successful completion of at least one internship (and in the case of the Child Advocacy and Family Policy Core Area, two internships) is required in all of the Core Areas programs. Internships must be arranged by the student, and an agreement regarding supervision must be negotiated between the student and her/his Family Studies advisor. All internships require pre-approval by the student’s advisor.

2. FS 911A is the appropriate course number for graduate internships in the Child Development Core Area of Study, FS 911B is the appropriate course number for graduate internships in the Adolescent Development Core Area of Study, and FS 911C is the appropriate course number for graduate internships in the Child Advocacy and Family Policy Core Area of Study.

3. These are variable (2-6) credit experiences. In general, a student should plan to work 2.5 hours per credit, per week over a 14-week semester, or 35 hours for every credit over the course of the entire semester. For a four-credit internship, for instance, a student would be expected to work 10 hours per week, for a total of 140 hours over the course of the entire semester. During the summer, a student may be able to negotiate longer hours each week in order to complete the internship during a shorter timeframe.

4. These are credit/fail experiences and are ungraded.

5. Students interested in receiving UNH Family Studies credit for internship experience must complete several steps:
   a. Draft a one-page proposal that outlines the following: goals and objectives; proposed activities; proposed written assignments; evaluations; and deadlines.
   b. Obtain approval from a Family Studies faculty member who is willing to supervise the student’s work.
   c. Complete the Family Studies Internship Contract.
   d. Review and sign the Ethical Standards for Family Studies Internships and Practica form.

6. Students who receive approval for an internship must:
   a. Complete time sheet entries on each visit. These are to be initialed, and each completed page signed by the on-site supervisor.
   b. Complete all required work by the negotiated dates.

7. Students should be aware that some organizations may require a criminal background check before an internship placement is finalized. Arrangements for criminal background checks are the responsibility of the student and the requesting organization, not the Department of Family Studies.
**University of New Hampshire**
**Department of Family Studies**
**FS 911 Internship Contract**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Address:</td>
<td></td>
</tr>
<tr>
<td>Phone(s) – Home:</td>
<td>Other:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course:</th>
<th>FS 911A</th>
<th>FS 911B</th>
<th>FS 911C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Credits:</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Beginning Date</th>
<th>Ending Date</th>
</tr>
</thead>
</table>

**Usual working hours: |**

**Internship Site:**

**On-Site Supervisor:**

<table>
<thead>
<tr>
<th>Phone(s):</th>
<th>E-mail:</th>
<th>Mailing Address:</th>
</tr>
</thead>
</table>

**Student Responsibilities:**

**Requirements:**

<table>
<thead>
<tr>
<th>Time Sheet</th>
<th>Midterm Evaluation</th>
<th>Final Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal</td>
<td>Final Paper</td>
<td></td>
</tr>
</tbody>
</table>

| Other (specify): | |

**Student**

Date

**On-Site Supervisor**

Date

**UNH Faculty Sponsor**

Date

**COPIES:** Student, On-Site Supervisor, Faculty Supervisor, Student File
Ethical Standards for Department of Family Studies Students
In Internships or Practica

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.
9. The intern refrains from inappropriate use of technology (i.e., use of technology for personal or non-business reasons).

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)

### FS 911A/B/C Internship Timesheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Subtotal</th>
<th>Initials</th>
</tr>
</thead>
</table>

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 FS faculty supervisor upon completion.

On-Site Supervisor

Date
FS 911 Internship
Midterm Evaluation of Student by On-Site Supervisor

Student Name: ____________________________________________

On-Site 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?
   - Awareness of the Agency
     - Exceptional
     - Very Good
     - Good
     - Fair
     - Poor
   - Awareness of the “Big Picture”
     - Exceptional
     - Very Good
     - Good
     - Fair
     - Poor
   - Planning
     - Exceptional
     - Very Good
     - Good
     - Fair
     - Poor
   - Implementation
     - Exceptional
     - Very Good
     - Good
     - Fair
     - Poor
   - 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?

________________________________________________________________________

________________________________________________________________________

On-Site Supervisor ___________________________ Date ___________________________

Please return in the enclosed envelope by _________________. Thank you.
FS 911 Internship
Midterm Self-Evaluation by Student

Student Name: ____________________________________________________________

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.
FS 911 Internship
Final Evaluation of Student by On-Site Supervisor

Student Name: __________________________________________

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?

On-Site Supervisor ___________________________ Date ___________________________

Please return in the enclosed envelope by _____________________. Thank you.
FS 911 Internship
Final Self-Evaluation by Student

Student: ____________________________________________

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”
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   C. Planning
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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.