Human Development and Family Studies
Graduate Internship Guidelines

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 Human Development and Family Studies advisor. All internships require pre-approval by the student’s advisor.

2. 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.

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

4. Students interested in receiving UNH Human Development and 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 Human Development and Family Studies faculty member who is willing to supervise the student’s work.
   c. Complete the Human Development and Family Studies Internship Contract.
   d. Review and sign the Ethical Standards for Human Development and Family Studies Internships and Practica form.

5. 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.

6. 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 Human Development and Family Studies.
Ethical Standards for Department of HDFS
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.

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

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

3. 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.

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

5. 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.

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

7. 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.

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

9. 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.

10. 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)

**UNH Department of Human Development and Family Studies**

**HDFS 911 Graduate 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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<td>Phone(s):</td>
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<td>E-mail:</td>
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<td>Beginning Date:</td>
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<td>Usual Working Hours:</td>
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<td>Number of Credits:</td>
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<td>Internship Site:</td>
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<td>On-Site Supervisor:</td>
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<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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<td>Requirements:</td>
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<tr>
<td>☐ Time Sheet</td>
<td>☐ 3wk initial Feedback/Expectations between Supervisor and Advisor*</td>
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<tr>
<td>☐ Midterm Evaluation</td>
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<td>☐ Final Evaluation</td>
<td>☐ Journal</td>
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<tr>
<td>☐ Final Paper</td>
<td>☐ Other (specify): ________________</td>
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Student: [Date:]

On-Site Supervisor: [Date:]

UNH Faculty Sponsor: [Date:]

*Students must be able to perform the essential functions of the Masters Level Internship. (If at 3 weeks, Issues/Misconduct are identified, the policies and Procedures in Appendix B-3 will be followed)

Copies: *Student, On-Site Supervisor, Faculty Supervisor, Student File*
**HDFS Internship Timesheet**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Subtotal</th>
<th>Initials</th>
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On-Site Supervisor ____________________________ 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.
HDFS 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.
HDFS 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?
   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.
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
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E. Conducts Self in a Professional Manner
- Exceptional
- Very Good
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- 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.
HDFS 911 Internship
Final 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?
   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.