

# Human Development and Family Studies

## Graduate Internship Guidelines

1. Successful completion of at least one internship 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<sup>1</sup>**

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)

<sup>1</sup>Adapted from the Ethical Standards of Human Service Professionals (2000), *Human Service Education*, 20(1), 61-68. National Organization for Human Service Education Council for Standards in Human Service Education.

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

**HDFS 911 Graduate Internship Contract**

Student Name:	ID #:
---------------	-------

Campus Address:

Phone(s):

E-mail:

Beginning Date:	Ending Date:
-----------------	--------------

Usual Working Hours:

Number of Credits:

Internship Site:

On-Site Supervisor:

Phone(s):

E-Mail:

Mailing Address:

Student Responsibilities:

Requirements:

Time Sheet	3wk initial Feedback/Expectations
Midterm Evaluation	between Supervisor and Advisor*
Final Evaluation	Journal
Final Paper	Other (specify): _____

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 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.

**HDFS 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"

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  
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.**