

HDFS 209: Introductory Internship Course Syllabus
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Meeting Times: 90 hours onsite (9 hours per week). You, your onsite supervisor, and the Internship Program Coordinator will determine your schedule.

Course Materials: **Eight writing assignments (assignment seven is optional)**, which will be e-mailed to you each week starting in week two. Contracts, midterm evaluations, and final evaluations are available at the internship program website.

Time log. Your time log will need to be submitted to me no later than Wednesday, December 5 of final exams week.

Catalog Description: Supervised field work in a professional setting serving individuals and families. HDFS Majors only.

Mission Statement and Major Course Objectives: Through internship, you earn college credit for practical experience in human services, education, government, or business. HDFS is affiliated with a wide variety of agencies and organizations that have agreed to allow our students to learn by shadowing their on-site supervisor, gradually assuming responsibility under close supervision. Furthermore, the HDFS Internship Program Coordinator corresponds individually with each intern on a weekly basis, offering opportunities for reflection and responding to any questions and concerns that you may have.

HDFS 209 is our intro-level internship, and the goal of this experience is to learn primarily through observation. Because most students participating in *HDFS 209* are freshmen and sophomores, internship site supervisors should assume that they have no prior experience in the field, and only minimal knowledge from one or two years of classroom learning. Thus, the **objectives** of *HDFS 209* are for you to:

- 1) learn about the everyday operations of an agency or organization;
- 2) learn about what workers in this career field do;
- 3) gain some practical experience in a possible career field under close supervision of a professional in the field.

HDFS 209 also fulfills a number of requirements specified by our Human Services accrediting organization, The National Organization for Human Services Education (NOHSE). These standards and objectives are listed on Pages 3 and 4 of this syllabus.

Grading Policy

The course is graded "Pass/No Pass". In order to receive a passing grade, you must:

- Complete all weekly writing assignments, midterm evaluation, and final evaluation
- Complete 90 hours on-site
- Receive a favorable performance evaluation from your on-site supervisor at the end of the term (average score of "2" or higher)

Weekly Writing Assignments

Approximately every week, the Internship Program Coordinator will e-mail you a writing assignment. (Assignment 7 is optional.) The writing assignments are designed to help you research and understand the agency that you are working for, as well as help you reflect on various aspects of your internship experience. Furthermore, the writing assignments offer a weekly opportunity for you to dialogue individually with the Internship Program Coordinator. Writing assignment responses are due one week from the time the assignment was emailed to you, and the Internship Program Coordinator will respond with feedback and requests for further information soon thereafter. **Please send the assignment in the form of an attachment to your email and not in the body of the email. Use at least 12 point font.**

Performance Evaluations

Your onsite supervisor will evaluate your performance at midterm (week 5) and at the end of the term (week 10). The midterm evaluation is intended for remedial purposes. The Internship Program Coordinator will summarize and share with you the feedback from the midterm evaluation, so that you may improve your performance during the final half of the term. The final evaluation is considered for calculation of your course grade. In order to earn a passing grade, your average score on the ratings must be an "average (2)" or above.

Quarterly meeting

You will need to schedule a meeting with the Internship Program Coordinator during or after the last week in October and prior to December 3rd) to discuss your progress towards completing the objectives you originally stated on your contract. A meeting during the quarter will allow you to address any thoughts or concerns you may have about your placement in person with the instructor. These meetings will be approximately 15 to 20 minutes in length. Of course you can always schedule an appointment with me at anytime in addition to this meeting.

Academic Dishonesty

Oregon State University provides a definition and sanctions for dishonesty, and I will follow these guidelines in defining and handling dishonest behavior. I suggest that you take some time to read your Student Handbook if you have any questions about the extent and severity of sanctions that may result from dishonest behavior. At the very least, I reserve the right to re-administer any assignment on which I suspect a person has gained an unfair and dishonest advantage (e.g., falsifying hours, falsifying information on a writing assignment or evaluation).

Academic dishonesty severely compromises the integrity of what you are trying to accomplish as a student at OSU. If all goes well, you will receive a college diploma at the end of your college career. My sincerest hope is that you will be able to say without hesitation or misgiving that you earned your degree, and that you are worthy of that honor.

Services to Students with Disabilities

Students with documented disabilities who need accommodations, who have emergency medical information, or who need special arrangements in the event of an evacuation, should indicate this to me on the Confidential Student Information Sheet. You are also welcome to speak with me personally, particularly if the information is complex.

NOHSE Standards and Objectives Fulfilled by HDFS 209

STANDARD: *Through practical experience, HDFS 209 provides learning experiences for the student to develop his/her interpersonal skills with clients, coworkers, and supervisors, such as:*

- clarifying expectations
- dealing effectively with conflict
- establishing rapport with clients
- maintaining behavior that is congruent with expressed values
- dealing honestly with others
- using the interpersonal relationship as a tool for producing growth in others

STANDARD: *Through practical experience, reflective writing assignments, and feedback from the Internship Program Coordinator, HDFS 209 transmits the major human service values and attitudes to students, in order to promote understanding of human service ethics and their application in practice. These beliefs include:*

- belief in the value of choosing the least intrusive intervention in the least restrictive environment
- belief in client self determinations

- respect for the personal values of the client
- respect for the confidentiality of personal information
- recognition of the worth and uniqueness of the individual
- belief that individuals can change
- belief that social and service systems can change
- willingness to work with other professions on behalf of clients
- personal commitment, conscientiousness, and willingness to fulfill all aspects of the job (including working at inconvenient times, working with "Undesirable" clients, and doing distasteful aspects of physical care)

STANDARD: *Through practical experience, reflective writing assignments, and feedback from the Internship Program Coordinator, HDFS 209 enables students to develop awareness of their own values, personalities, reaction patterns, interpersonal styles, and limitations.*

STANDARD: *HDFS 209 provides students with field experience that is integrated with the rest of the students' training and education:*

- Direct exposure to human service agencies and clients begins early in the program, is integrated with the classroom, and occurs prior to the internship in courses such as *HDFS 261: Human Service Professions*.
- Internship sites provide actual supervised work involvement in the agency, provide an opportunity to apply academically acquired knowledge and skill, and reflect a gradually widening assumption of responsibilities. For the most part, *HDFS 209* consists of observations and learning of discrete skills, with the intent that students assume of increasing responsibility with maturity and experience.
- In order to assure that a qualitative experience involving knowledge, skills, and values is being appropriately integrated by the students, students interact weekly with the Internship Program Coordinator via e-mail.
- The Internship Program Contract includes a section where students and their internship supervisors specify the student's role, activities, outcomes, supervision, and field instruction.
- Students download the "HDFS Internship Program Handbook" from the HDFS Internship Program Website in advance of placement.
- *HDFS 209* fulfills 90 of the required 350 clock hours of field experience specified by NOHSE.
- The student experiences at least two different placements in the Internship Program, or at least two distinctly different sets of duties within the same agency.

STANDARD: *HDFS 209 awards academic credit for the field experience.*

- Students earn 1 credit for every 30 hours of internship experience. *HDFS 209* requires 3 credits (90 hours).
- The syllabus specifies clear outcomes and methods of evaluating the learning.

STANDARD: *In order to ensure that field placement sites provide quality training experiences and supervision, the Internship Program Coordinator and Internship Program Assistant perform site visits to every internship site that has one of our students.*

- Ongoing, direct supervision of students is made by the Internship Program Coordinator, who is a full-time faculty member in HDFS.
- Supervision by the college guarantees adequate knowledge of progress being made by the student, maintains and enhances the relationship with the agency, and includes a minimum of one visit to each field placement site per year.
- The Internship Program Contract specifies a written plan of Teaming experiences for each student, which is conjointly developed and agreed to by the college, the student, and the agency supervisor