



WESTERN MICHIGAN UNIVERSITY

Family and Consumer Sciences
College of Education and Human Development

Dear Prospective Supervisor,

Thank you for your interest in hosting a Western Michigan University student in conjunction with the Family Science program's FCS 4290 Internship course!

Professional experience courses in the Family Science program at Western Michigan University are designed to provide students in our three majors– Child and Family Development, Family Studies, and Youth and Community Development– with opportunities to apply classroom learning and professional preparation to real world experiences. Students earn college credit by working or volunteering in an area that will acquaint them with career opportunities available upon the completion of their bachelor's degree in their chosen field of study. Students also participate in a semester-long online course designed to promote the active integration of their academic and theoretical preparation to their individual internship and to join in shared discovery, learning and reflection with a cohort of peers in fulfillment of course objectives.

FCS 4290 Internship course objectives:

- *To obtain professional work experience in a formal training program in the student's area of study*
- *To further develop professional competencies that are necessary for success in the workplace*
- *To apply content of previous courses, as well as academic and professional skills to contribute to the organization*
- *To use critical thinking, self-evaluation and professional communication skills to assess the impact of the field experience on professional development*

Students are required to conduct a site search and successfully obtain a position with an organization related to their major area of study and secure the commitment of a supervisor within the organization. The supervisor directly working with the student must hold a minimum of a bachelor's degree. Students receive course credit by completing 60 hours of work per credit hour, setting professional goals, documenting their progress toward those goals, participating in online coursework, and obtaining satisfactory evaluations of their job performance from their supervisor.



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Should you decide to participate, we ask supervisors to commit to the following:

- *Provide consistent supervision and mentoring to the student*
- *Provide orientation/training to the student on agency/organization/company policies, procedures and job responsibilities*
- *Develop a work schedule conducive to the course requirements and the operation of host organization*
- *Coordinate with student to identify daily/weekly tasks to be completed*
- *Provide various opportunities to interact with clients and/or other stakeholders and audiences*
- *Delegate an increasing level and variety of responsibilities*
- *Complete a midterm and final evaluation of the student's performance*
- *Ensure clerical work (data entry, copying, filing and answering phones) is limited to not more than 25% of the experience*
- *Communicate any problems or concerns regarding the student with the Family Science Professional Experiences Coordinator*

Thank you again for considering partnering with the WMU Family Science program in support of the professional learning and development of our next generation of professionals! I invite you to contact me at melinda.j.holohan@wmich.edu with any further questions or considerations.

In community,

Mindy Holohan

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