



TO: Child & Family Development, Family Studies, and Youth & Community Development Majors

DATE: March 10, 2021

SUBJECT: **Fall 2021 Professional Experience Courses (FCS 2020 and FCS 4290)**

With continued commitment to the professional development of WMU Family Science students, the service of our community site placement partners, and the continuity and integrity of Family Science programming, the following Covid-19 course adaptations have been established for Fall 2021 semesters. Please read and review thoroughly prior to making scheduling decisions and note that modifications vary for each of the professional experience courses.

FCS 2020 Field Experience

Course Updates & Adaptations

- Site placements will not be required or approved for Fall 2021 enrollment in FCS 2020.
- Due to a reduction in placement opportunities related to impacts of the Covid-19 pandemic, FCS 2020 has been adapted to allow students to meet course objectives through participation in a re-designed asynchronous online course. Students will fulfill all course objectives and their demonstration of academic and professional competencies through online course participation, activities and assignments.
- Students have reported a high level of satisfaction with the adapted FCS 2020 course and appreciation of activities and assignments that provided extensive career research opportunities, exploration of career development tools and resources, and assessment of personal strengths in relation to career options and pathways.

Enrollment

- Students must have successfully completed FCS 1010 and FCS 1030 prior to beginning FCS 2020.
- Students continue to have the option of taking 2 or 3 credit hours in the FCS 2020 course. (A minimum of 2 credit hours is required by the program.) Course work expectations are determined by the number of credit hours that a student is enrolled.
- If unsure of how many credit hours to register for, please reach out to CEHD academic advising cehd-advising@wmich.edu for guidance. Please also note that there are prerequisites for registration in FCS 2020 (as established by major and catalog year in Degree Works).
- Once registration is open, enrollment for FCS 2020 for Fall 2021 can be completed with a CEHD academic advisor cehd-advising@wmich.edu. You may also request registration by sending an email with the following information to Melinda (Mindy) Holohan melinda.j.holohan@wmich.edu:
 1. Full name and WIN number
 2. The semester you would like to be registered

3. The number of credit hours that you would like to be registered for (2 or 3)

FCS 4290 Internships

Course Updates & Adaptations

The WMU Family Science program recognizes that many community partners, services and agencies are anticipating COVID-19 related disruptions well into 2021 including reduced capacity for supporting internships and/or reduced opportunities for on-site fulfillment of internship hours. Following are considerations and adaptations that have been established in response to the feedback of students, site partners, and the oversight of the National Council on Family Relations.

- To meet professional development objectives and to maintain alignment for program certification by the National Council on Family Relations, summer internship students do need to arrange a professional learning opportunity and document internship work hours. Students may register for FCS 4290 prior to securing their internship arrangements (more details below) but will need to submit an internship approval form prior to the start of the semester. Students must also have an identified site supervisor who serves as the point person for the internship contract, the identification and fulfillment of duties and responsibilities, and who will complete student evaluations.
- In consideration of ongoing COVID-19 variables and conditions, internship arrangements/work hours may be expanded to include virtual professional experiences/meetings/trainings and home-based professional project work as identified in coordination with an internship site supervisor.
- While encouraged to pursue the full 360 internship work hours required by the course, fall 2021 internship students must complete a minimum of 120 work hours of professional experience in coordination with an internship site.
- When unable to secure or complete internship work hours beyond the required 120 work hour minimum, students will complete supplemental course assignments (with work hour equivalencies) to fulfill the 360 hours of professional experience required by the course.

Enrollment

- To register for FCS 4290, students must be at senior status (88 completed credit hours) and have completed prerequisites (as established by major and catalog year) prior to the start of Fall 2021 semester.
- In recognition of COVID-19 related delays, disruptions and uncertainties in the field, the Family Science program has made the decision to allow students to register for the FCS 4290 course prior to securing an internship opportunity or submitting internship approval forms. Internship approval forms do need to be submitted prior to the start of the semester.
- Professional work hours and learning partnerships take place in conjunction with participation in a semester-long internship course. Students are expected to register for all six of the required internship credit hours for the fall semester. Unless there is an approved need, internship credits are not divided between semesters. Exceptions to this requirement are rare and are determined on an individual basis. (Internship credits are split between Summer I and II due to the abbreviated semester timelines.)
- To register for FCS 4290 Internship course/credits for Fall 2021 please send an email to Mindy Holohan melinda.j.holohan@wmich.edu that includes the following information:
 1. Name and WIN number
 2. Number of credit hours for which you would like to be registered (should be six unless alternative arrangements have been approved by the Family Science program)
 3. Completed internship approval form (if you have secured a site placement)

4. The name of three possible internship site placements that you have/or will be looking into (if you have not secured a placement)

Moving Forward

The Family Science program is deeply committed to your professional learning and development. Family Science faculty are prepared to problem solve if unanticipated Covid-19 obstacles arise throughout the fall 2021 semester. We appreciate your patience and understanding as we continue to pursue programmatic solutions and adaptations in response to the COVID-19 pandemic and encourage you to be in touch with your questions and updates!

In community,

Mindy Holohan, Undergraduate Field Experience and Internship Coordinator

Angel Gullon-Rivera, Family Science Program Coordinator

