

Dear Prospective Supervisor,

Thank you for your interest in hosting a Western Michigan University student in conjunction with the Family Science program's undergraduate FCS 4295: Internship in Family Science and Human Development course!

The internship experience is designed to provide students in three concentrations in Family Science and Human Development— Child Development and Services (previously 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 in a setting that will acquaint them with professional learning, duties, and responsibilities and career opportunities available upon the completion of a bachelor's degree in their chosen area of study. Students also participate in a semester-long online course designed to promote the active integration of academic and theoretical preparation to their individual internship and to join in shared discovery, learning, and reflection with a cohort of peers.

FCS 4295 Internship: Student Learning Outcomes

1. Obtain professional work experience aligned with concentration in Family Studies and Human Development.
2. Apply academic preparation, including content knowledge and professional skills, to contribute to a professional setting.
3. Demonstrate professional competencies, attitudes, and skills for success in human service roles and settings with emphasis on written and verbal communication.
4. Utilize critical thinking and self-evaluation for application and assessment of academic preparation within a professional setting.
5. Examine the National Council on Family Relations Code of Ethics and Family Life Content Areas in relation to internship placement and employment.
6. Identify effective self-care practices for family science practitioners and evaluate the role of self-care in personal and professional well-being.
7. Reflect on the role of professional networking in career development and employment. Develop materials and skills for securing employment within the field of Family Science and Human Development.

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FCS 4295 Internship: Placements & Hours

Students are required to conduct a site search, obtain a position with an organization related to their concentration of study, and secure the commitment of a supervisor within the organization. (The supervisor working directly 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 (360 total hours), setting professional goals, documenting their progress toward those goals, participating in online coursework, and obtaining satisfactory performance evaluations from their site supervisor.

Overview of site supervisor responsibilities:

- *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 no more than 25% of the experience*
- *Communicate any problems or concerns regarding the student with the Family Science Internship 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,



Melinda (Mindy) Holohan, MA, CFLE
Family Science Internship Coordinator
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