***Western Michigan University***

***FCS 2020 and FCS 4290 Professional Experience***

***Family Studies and Child & Family Development Students***

***Frequently Asked Questions***

**Q. When should I register for FCS 2020 or FCS 4290**

A. Students should submit the registration from during the semester directly proceeding the semester in which they wish to enroll. The registration form should be submitted ***as early as possible*** and ***no later than two weeks prior to the proceeding semester’s end of semester date*** to allow time for the site approval and enrollment.

**Q. Where can I find information and forms for FCS 2020 Field Experience and FCS 4290 Internship courses?**

A. Visit the professional experiences website: <http://www.wmich.edu/familyconsumer/internships/family-studies-intern>

**Q. How do I find a field experience or internship location?**

A. Visit the professional experiences website and click on *Site Placement Information & Opportunities* link.

**Q. Am I limited as to where, geographically, I can complete my field experience or internship?**

A. No. You may complete your professional experiences anywhere in the world.

**Q. May I complete my field experience or internship at my current place of employment or a location where I have worked or volunteered in the past?**

A. No. The field and internship experiences are designed to give you broader knowledge and experience in the field of family science and/or child development, depending on your major. Likewise, your internship work must be at a location that will give you different experience than your field experience.

**Q. What is the difference between field experience and internship placements?**

A. Field experience and internship positions provide students with field-based work experience designed to build professional skills and knowledge of current issues, as well as gain valuable work experience. A field experience position is an introduction to the work being done by professionals within the family studies and child development fields. Field experience placements will require hands on contribution wither greater supervisorial oversight compared to the internship experience. Additionally, field experience hour requirements are significantly lower than that of an internship, limiting comparatively, the depth of student contribution and responsibility within the organization.

Internships offer students the opportunity to apply theories and principles from their academic program to real world situations. An internship is intended to build student professional skills and to be an opportunity for the student to make use of the skills and knowledge they have developed over their academic career. The position should be one that will allow the student to work directly with clients, children, families of clients or children and to support the organizations success in the community. An internship is to allow our students to have a strong and intimate involvement in the organization and to develop professional skills much as an entry level employee.

**Q. How many credit hours and work hours are required?**

A. Each credit hour of registration requires 60 hours of field work. The FCS 2020 Field Experience course requirement is 2 or 3 credit hours (120-180 work hours) and the FCS 4290 Internship course requirement is 6 credit hours (360 work hours).

**Q. How do I register for the course?**

A. The steps for registering for FCS 2020 and FCS 4290 are as follows:

1. Visit and read the information provided on the professional experiences website: http://www.wmich.edu/familyconsumer/internships/family-studies-intern

2. If you do not have a particular organization in mind or secured for placement, read the *Site Placement information and Opportunities* documents.

3. Research the organization and contact the desired organization to inquire as to who handles internships and the necessary requirements.

4. Schedule a time to meet with your prospective supervisor. Print a copy of the course *Registration Form* and *Letter for Prospectivel Supervisor* located on the professional experiences website and provide both of the forms to the site supervisor. The *Letter for Prospectivel Supervisor* gives the supervisor an overview of what will be expected of them during the semester.

5. Complete the course *Registration Form,* including your signature as well as that of the site supervisor. Have the form signed by one of the two following department major faculty members: Ms. Linda Dove or Ms. Bryce Dickey.

6. Submit via email, fax or in person, the completed form with the required signatures to the department academic advisor, Ms. Linda Dove as listed on the form for approval and registration.