

**DATE:** January 2024

**SUBJECT:** Fall 2024 Internships

### **Family Science and Human Development Internship**

The semester-long internship experience is designed to provide students in Family Science & Human Development (FSHD) majors with opportunities to apply their academic and professional preparation to real world experiences. Students earn college credit by working in a setting that will acquaint them with professional learning, duties, responsibilities, and career opportunities available upon the completion of a bachelor's degree in their chosen area of study. In conjunction with their work in a human service setting, students participate in an online course designed to promote the active integration of academic and theoretical preparation to their individual internship experiences and to join in shared discovery, learning, and reflection with a cohort of peers.

- *FCS 4295: Internship in Family Science and Human Development* is a capstone experience that supports the synthesis and application of academic and professional preparation—in child development and services, family science and services, and youth and community development—within supervised field placements and experiences. Six credits include site-based hours and weekly participation in asynchronous online seminar emphasizing reflective practices and career preparation. FCS 4295 is offered in fall, spring, or a combination of summer I and II semesters.
- As of Fall 2022, *FCS 4295* (a course section specific to the FSHD majors) replaces *FCS 4290* (a course used by multiple FCS programs). This change applies to students in all FSHD majors across all catalog years. Please work with CEHD advising to ensure that your DegreeWorks reflects this change.

### **FCS 4295 Student Learning Outcomes**

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

### **Internship Requirements**

Internship requirements are established with the oversight of the National Council on Family Relations and with consideration of the ongoing feedback of students, site partners, the Family Science Advisory Board.

- FSHD students obtain an internship with an organization related to their program of study and secure the commitment of an identified site-based supervisor within the organization. The site-based supervisor must hold a minimum of a bachelor's degree.

- Internship is arranged by the student with consultation and approval of the FSHD undergraduate internship coordinator. Site-based supervision, documentation of hours, midterm and final evaluations, and online course participation are required.
- Beginning Fall 2024, **300 internship site-related hours are required for fulfillment of FCS 4295**. Site hours may include on-site, off-site, and virtual professional experiences, services, meetings, trainings, and project-based work as established with the site-based supervisor. When available, paid internship opportunities may be considered.

### Internship Enrollment & Site Approval

- To register for FCS 4295, 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 the Fall 2024 semester.
- Registration access to FCS 4295 requires program approval. To receive approval to register for FCS 4295 Internship course/credits for Fall 2024 please complete the ***Request to Register Form***. Once fall registration is open and course access has been requested and approved, you will be informed that the course restrictions have been lifted allowing for your completion of the registration process.
- Students may register for FCS 4295 prior to securing their internship arrangements but must submit an ***Internship Site Approval Form*** (and receive coordinator approval) prior to the start of the semester. Prior to submitting for site approval, students must identify and have contact information for a site-based supervisor who will serve as the point person for the internship contract, the identification and fulfillment of duties and responsibilities, and completion of mid-term and final student evaluations.
- Links to the ***Internship Site Approval Form*** and ***Request to Register Form*** are found on the FSHD Internship web page: <https://wmich.edu/familyconsumer/internships/family-studies-intern>

### Moving Forward

The Family Science and Human Development faculty are deeply committed to your professional learning and development. Please contact Mindy Holohan [melinda.j.holohan@wmich.edu](mailto:melinda.j.holohan@wmich.edu) with questions. Students are also invited (and encouraged!) to schedule a phone or Webex meeting with Mindy to discuss individual internship goals and planning via this link: <https://appt.link/m-holohan>

In community,

Mindy Holohan, Undergraduate Internship Coordinator, Family Science and Human Development

Angel Gullon-Rivera, Undergraduate Program Coordinator, Family Science and Human Development