

# Family Studies Internship (FCS 369)

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## Course Description

The internship in Family and Consumer Sciences (FCS 369) provides actual experience under professional standards, regulations and supervision in a family or child agency chosen by the student.

## Course Rationale

The internship in FCS is designed for the student with a major in Family Consumer Sciences with a Family Studies Option. A student gains new insights and knowledge by participating in “real world” programs involving children, families, and/or adults of all ages. Supervision of internship students is provided by both an internship supervisor from the Family Studies Program and an agency supervisor from the internship site.

## Course Objectives

**The major objectives of the internship are to:**

- Provide the upper-level student with an opportunity to acquire skills in direct services, policy development, or program planning for children and families
- Familiarize the student with the overall structure, functions, and methods of operation in a human services organization or agency
- Provide students with the opportunity to apply major theories in Family Studies to a field setting
- Enable the student to gain a more concrete understanding of a professional's responsibilities and the satisfactions and dissatisfactions of a career
- Enhance professional growth and development through increased self-awareness and a demonstration of ethical behavior
- Assist students in determining a career path
- Provide students with the opportunity to translate research findings and content knowledge to a field setting
- Provide students with the opportunity to demonstrate their understanding of the influence of the broader social, cultural, and historical context (e.g., social class, ethnicity, sexuality, family structure, etc.) on children, families, and relationships
- Provide the student with opportunities to meet the requirements of becoming a certified FLE by completing the appropriate field experience.

## **Prerequisites and Required Hours**

The undergraduate internship is a learning experience set within the framework of the departmental program in Child and Family Studies. The internship normally comes within the senior year and is a **six credit** internship.

- Students completing the internship must be at least a second semester Junior.
- FCFC 250 and FCFC 393 must be taken prior to completing the internship.
- The six hour internship requires 400-425 clock hours of supervised work (minimum of twelve weeks).
- Internships may either be paid or unpaid, and may occur in Delaware County or other sites approved by the university supervisor.

## **Procedures for Placement**

Internship placements should provide for educational direction, supervised professional practice, and other safeguards that encourage student learning. It is the responsibility of the agency to commit itself to follow through with the intern in the agreed upon manner until the end of the placement. A student's assignments with the organization should be easily understood, visibly accomplished, helpful to those receiving services, and of educational value to the student. All placements must be approved by the department's internship advisor. They may be completed in any geographic area as long as permission has been granted by the departmental advisor. For assistance in finding a placement the "Delaware County Directory of Social Service Agencies" is available in the internship advisor's office.

## **Application Process and Specific Steps in Initiating Internship**

1. During the semester prior to the internship (or sooner), all FS majors desiring to enroll in FCS 369 the following semester should contact the university supervisor (Dr. Scott Hall).
2. It is the student's responsibility to contact prospective agencies or organizations and arrange interviews with the appropriate personnel to discuss the potential internship placement. Students are encouraged to interview with at least three agencies before deciding upon an internship site.
3. During the interview, the student should be certain the following concerns are addressed:
  - Purposes and requirements of the Family Services internship
  - Dates and number of hours student would be working at the agency if placement is selected and approved
  - Reasons why the student wishes to work in a particular specialty area (e.g., child life, adult day care)
  - Agency expectations and requirements in regard to the student and the Department of FCS

## **How To Get Signed Up For The Internship**

After selecting and internship site...

- Get authorization by having the site supervisor sign the “Internship Authorization Form” below).
- Return that form to the University Internship Advisor (Scott Hall)
- Contact the University Internship Advisor (send an email) for further instructions

## **RESPONSIBILITIES FOR THE INTERNSHIP**

### **Site Supervisor's Responsibilities**

- Work cooperatively with the student to develop personal objectives for the internship experience and a starting and ending date.
- Provide general orientation training, including issues surrounding confidentiality and appropriate behavior.
- Direct student to appropriate individual who can provide information needed to complete assignments.
- Delegate increasing levels and varieties of responsibilities to student.
- Provide constructive feedback to student.
- Observe how other employees react to the student and how he/she meets and serves the public.
- Complete evaluation materials in back of packet and return to the university internship director before the end of the final week.
- \*Provide opportunity for student to develop and implement an educational program within the setting.\*
- Contact university supervisor if a problem arises.

### **Student's Responsibilities**

- Register for FCS 369 using the steps listed above.
- Become familiar with agency's regulations regarding working with families, e.g. confidentiality and other ethical issues.
- Wear appropriate attire, and be respectful to agency staff.
- Work with site supervisor to develop internship goals.
- Hold evaluation conference with on-site supervisor and the university advisor.
- Complete university assignments on time.
- \*Develop and implement an educational program within the setting of your internship.\*
- Report any accident or other atypical incident that occurs at your placement top the university advisor.

## **University Internship Advisor Responsibilities**

- Orient student to responsibilities to the agency and professional development.
- Work with cooperating supervisor to arrange best possible experiences for students.
- Evaluate projects, weekly reports, and other written materials.
- Keep records of student's progress.
- Assist student in evaluating the internship experience.
- Serve as representative of the university.
- If necessary, consult with employer about student's progress, situation, etc.
- Assign the final grade in conjunction with site supervisor's evaluation

## **University's Responsibilities**

The student participating in a work/learning experience has all the resources and services of the university available to them. These include library privileges, housing, the use of the campus health care services and admission to athletic events.

The University is aware of potential liability which may arise from the acts or omissions of its interns. This liability may be for property damage, bodily injury, or acts of a professional nature, specifically medical. Non-medical interns are insured under the University's general liability coverage with Wausau Insurance Companies with limits of \$1,000,000. In addition the University has an excess liability policy with Wausau in the amount of \$10,000,000. Interns and internship students are specifically endorsed on the policy.

All Ball State University students enrolled on campus for one or more credit hours, including internship, co-op and intern students, are eligible for the Ball State University Student Health Insurance.

## **College Policy Regarding Internships And Graduation**

If the internship is a student's final course before graduation and all course work and graduation hours are completed except the internship, *and the intern site is more than 6 hours away*, the student may request to participate in graduation ceremonies the semester prior to actual graduation. The department chair and academic supervisor must complete and return a form to the Associate Dean of the College of Applied Sciences and Technology at least six weeks prior to the ceremonies in which the student wishes to participate. *The final decision will be made by the associate dean* who will notify the student by letter.

## **Possible Internship Options**

To provide flexibility for students with varied professional interests, preparation in Child and Family Services can encompass a range of internship and career preparation possibilities. The list of option which follows is *by no means exhaustive* but does offer some guidance in the selection of an appropriate internship. The “Delaware County Directory of Social Service Agencies” can be found at [www.imcpl.org/cgi-bin/irntop.pl](http://www.imcpl.org/cgi-bin/irntop.pl)

### **Family**

Family Services  
Elmcroft  
Delaware County Christian Ministries  
Delaware County Health  
Domestic Violence - A Better Way  
Cancer Services of Delaware County  
Alpha Center, Inc.  
Center Township Trustees  
Planned Parenthood  
Cooperative Extension

### **Children**

Ball Memorial Hospital/Child Patient Advocate  
A Better Way  
Head Start Family coordinator  
Department of Child Services  
Parent Aide  
Foster Care Home Builders/Family Preservation Program  
Huffer Memorial Children’s Center  
Gateway Association, Inc.  
S.C.A.N. Inc. (Ft. Wayne)

### **Adolescents**

Big Brothers/Big Sisters  
CASA  
Youth Opportunity Center  
Youth Emergency Services (Indy)  
Cooperative Extension/4-H  
SAFY  
Parks and Recreational services  
Chaucie’s Place (Carmel)  
Scouting/YMCA/YWCA

**Internship Authorization Form**

*This page must be completed before the student can register*

Internship for \_\_\_\_\_ (student completes)

Dear Internship Site Supervisor,

The student named above has informed me that you have agreed to work with her/him in an internship setting. I would like to thank you for your willingness to help our students achieve their educational goals. Their internship is one of their most important experiences. I have asked the student to provide you with portions of the Internship Manual so that you will have a full understanding of what is expected of you during in the student’s internship. Our desire is that students have as much interaction with clients as possible. Please let me know if you have any questions or concerns at any time during this experience.

The student needs a statement from you confirming your willingness to provide this experience before she/he can register for the course. Please complete and sign the statement below. You may either return it to the student or send it by mail.

Thank you again for providing the opportunity for one of our students to gain professional experience. I hope the internship placement proves beneficial to all concerned.

Sincerely,

Scott Hall  
Associate Professor  
Department of Family and Consumer Sciences

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*Please sign and return to Dr. Scott Hall, Department of Family & Consumer Sciences, Room 150, Ball State University, Muncie, IN 47306-0250. Or fax 765-285-2314 to his attention.*

I agree to work with \_\_\_\_\_, who is an internship student in the Department of Family & Consumer Sciences at Ball State University during the \_\_\_\_\_ semester. The anticipated starting date is \_\_\_\_\_.

\_\_\_\_\_  
(Worksite supervisor/representative)

\_\_\_\_\_  
(Worksite)

\_\_\_\_\_  
(Date)

## Assignments

Many of the assignments may be difficult to complete at the end of your internship if you have not planned ahead for it. Several will be connected with your goals (see Assignment #2). ***Look overall all your assignments before or as you begin your internship.*** You may need to seek out experiences that will help you complete this assignment. Be sure to talk to your supervisor if you are concerned about having such experiences.

Most assignments do not have strict deadlines but you should plan on doing one assignment each week. The first three assignments do have clearer deadlines, so read carefully. The remaining assignments will be easier toward the latter half of your internship, so you should turn in one paper per week over the final five weeks of your internship, **at the latest**. Assignments should be submitted electronically through Blackboard. Information about the length of each assignment is provided in the following pages.

### Assignments (points possible):

1. Student Information Sheet (10 points)
2. Student Goals (30 points)
3. Weekly Logs (100 points)
4. Theory Application Paper (50 points)
5. Research Application Paper (50 points)
6. Ethics Application Paper (50 points)
7. Context Application Paper (50 points)
8. Summary of Internship Paper (50 points)
9. CFLE Orientation and Application (30 points)
10. Supervisor's Evaluation (30 points)

**Total Points Possible: 450**

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### **Grading for Papers:**

Criteria:

- Completeness (# of examples, length)—40%
- Accuracy (correct information pertaining to Family Studies)—25%
- Depth (detailed and thorough)—25%
- Writing (grammar/spelling, punctuation, organization)—10%