Human Services Field Placement Information

Students in the Administration and Family Policy (AFP), Clinical Services (CLSV) and Community Education (CE) tracks engage in at least one field placement as part of the program’s requirements which are completed in the following courses:

- **HDFS 334 – Experiential Education**: 50 hours
  - Required for AFP, CLSV and CE
  - Usually completed during sophomore or junior year

- **HDFS 449/465 – HS Senior Internship and Seminar**: 400 hours
  - For CLSV only
  - Senior year: Fall or Spring semester

What is required for the placements?

- **Forms**
  - Restricted Elective:
    - All HS students must complete their “Restricted Elective” form during the semester in which they are enrolled in HDFS 235. The only exception would be those students who receive transfer credits for HDFS 235; transfer students must meet with an advisor in the advising center to file this form.
  - Internship Eligibility:
    - To be completed with the student’s academic advisor and submitted two semesters prior to the expected term in which the 400 internship is planned.

- **Orientations**
  - **HDFS 334 (3 credits)**
    - You must participate in an orientation for this placement prior to the expected placement.
    - Students will receive information about this orientation and placement via email within a week after registering for HDFS 334.
  - **HDFS 449/465: Senior Internship (10 credits)/Seminar (2 credits).**
    - This is a full-time placement; students may only take one additional three-credit course with this placement but must receive the internship coordinator’s prior written approval to do so. Given the demands associated with balancing the internship, possible part-time job, and one’s personal life, previous interns have reported that, to the extent possible, focusing only on the 12 credit internship/seminar is best.
    - You will receive a notice (via email) ONE YEAR prior to your expected internship completion. If you do not receive an email and you think you should, contact internship supervisor.
    - Students expecting to complete their internship must submit a signed “Internship Eligibility” form to the internship coordinator **two full semesters prior** (i.e., Spring or Fall) to the expected internship.

Student initials:_______________________
Transportation

- Students must provide their own placement-related transportation.
- Students should remain mindful of their accessibility to transportation as they consider potential placement sites.

Drug Screenings/Background Checks

- All students working with children under 18 MUST pass background checks. In some cases, students are also required to complete drug screenings.
- No student may pursue interviews at potential sites without completing this process by April 15th (for those seeking placements for the Spring of the following year) or December 15th (for those seeking placements for the Fall of the following year).
- Information about the requirements is posted on the department website.
- Students seeking school-based placements are limited to sites currently in the HDFS database.

Requirements for HDFS 449/465

- GPA: The minimum grade point averages must be met.
  - Overall: 2.5
  - Major: 2.75
    - Based on all HDFS courses and identified restricted electives
    - Students must earn a minimum of C- in all “major” courses. However, too many C- grades may make attaining the required 2.75 gpa in the major courses more difficult to attain.
- Completion of the following requirements by the expected semester in which the internship is scheduled
  - 9 of 12 required credits of restricted electives (minimum of C- required)
  - Completion of most of the following courses by the expected semester in which the internship will be completed (courses with an asterisk* may be completed after the internship): HDFS 201, 202, 230, 235, 328*, 332, 334, 346, 347*, 402*, 422, 470 (minimum of C- required)
  - Completion of one approved developmental elective (3 credits): HDFS 220, 221, 329, 339, 403, 405, or 427 (minimum of C- required)
  - Completion of one approved at-risk elective (3 credits): HDFS 270, 331, 403, 408 (or WOMS 408), 410, or 472.

My signature indicates that (1) I have read and (2) I understand the expectations for the Human Services field placements as outlined on the “Human Services Field Placement Information” sheet.

Name (Printed; Last name First) ______________________________________________

Signature ______________________________________________ Date ______________

*Human Services majors in HDFS 235 will submit a signed copy of this document to Dr. Gaines-Hanks. The signed document will be stored in your student file; however, please keep a copy for your own files.