

## HUMAN SERVICES FIELD PLACEMENT INFORMATION

Students in Human Services (HS) engage in at least one field placement as part of the program's requirements which are completed in the following courses:

<p><b>HDFS 334 – Experiential Education:</b> 50 hours Usually completed during sophomore or junior year</p> <p><b>HDFS 449/465 – HS Senior Internship and Seminar:</b> 400 hours (Clinical Services only) Senior year: Fall or Spring semester</p>
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### 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 Form for HDFS 449/465**  
This form must be completed with your 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 the semester prior to the expected placement. Students will receive information about this orientation via email. Should you not be able to attend an orientation you must meet with the Field Placement Specialist.
- **HDFS 449/465: Senior Internship (10 Credits)/Seminar (2 credits)**
  - You will receive a notice (via email) ONE YEAR prior to your expected internship semester requesting completion of the Internship Eligibility Form and the required clearances.
  - You are required to attend one HDFS orientation meeting and one Career Services orientation meeting the semester prior to the expected internship semester.

### EXPECTATIONS

- **Handbook**  
You are expected to read and adhere to the standards listed in the HS handbook for Interns and Site Supervisors for both HDFS 334 and HDFS 449.
- **Professionalism**  
You are expected to demonstrate professionalism in your behaviors, written and verbal communication and dress while completing field experiences. You must adhere to Office of Clinical Studies and site location expectations for standards of conduct.

### TRANSPORTATION

- You must provide your own placement-related transportation.
- You should remain mindful of your accessibility to transportation as you consider potential placement sites.

**CLEARANCES**

- All students working with children under 18 MUST complete criminal background checks. In some cases, students are also required to complete drug screenings or clearances with over-18 populations.
- No student may pursue interviews at potential sites without completing the required clearances by the designated deadline for the field experience course.
- Information about the requirements is posted on the department website and the Office of Clinical Studies website.
- Students seeking school-based placements are limited and students need to receive written department permission prior to contacting school sites.

**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 at-risk, developmental and restricted electives
  - You 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.
- The nature of the anticipated internship position should be aligned with your chosen restricted electives, at-risk elective and developmental elective.
- This is a full-time placement for Clinical Services students; you 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.

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*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.