

**INTERNSHIP TRACKING SHEET INFORMATION**  
**HDFS 631: CHILD DEVELOPMENT,**  
**HDFS 632: FAMILY SOCIAL SERVICES, and**  
**HDFS 638: PARENT EDUCATION**

**Northern Illinois University**  
**School of Family and Consumer Sciences (FACS)**  
**Applied Human Development and Family Sciences (AHDFS)**

The Master of Science in Applied Human Development and Family Sciences provides professional career enhancement for careers in *Child Development* settings (HDFS 631), *Family Social Services* (HDFS 632), and *Parent Education* (HDFS 638). The following information is intended to help students choose the internship experience which is appropriate to meet their career goal.

The appropriate checklist must be filled out by the faculty member who agrees to be the faculty liaison for the internship. Exceptions to the prerequisites must be approved by at least one faculty member and the coordinator of human development and family sciences.

**Students must plan ahead.** For example, if you desire a **Fall** internship, seek out your advisor by **March** of the preceding year. (**Spring**: early **September** of the preceding year; **Summer**: early **January** of the current year).

HDFS 631 is for students who are prepared to work with young children and their families in settings that are primarily focused on facilitating children's development. Enrollment in HDFS 631 requires prior academic preparation and/or work experience in child development. Students who wish to enroll in HDFS 631 and who lack the prior academic background or work experience can make up the courses as part of their coursework toward their Master's degree.

HDFS 632 is for students who wish to work in a social service setting with couples, families with school age children or adolescents, or with adults and the elderly. Enrollment in HDFS 632 requires prior academic preparation and/or work experience in family social services. Students who wish to enroll in HDFS 632 and who lack the prior academic background or work experience can make up the courses as part of their coursework toward their Master's degree.

HDFS 638 is for students wishing to gain experience working with adults in parent education and/or family life education settings. Enrollment in HDFS 638 requires prior academic preparation and/or work experience with children, youth, or families. Students who wish to enroll in HDFS 638 and who lack the prior academic background or work experience can make up the courses as part of their coursework toward their Master's degree.

Note: Advisor refers to the student's assigned academic advisor  
Faculty Liaison refers to the faculty member who agrees to work with the student and supervise the internship. The two may or may not be the same person.

**AHDFS INTERNSHIP PRE-ENROLLMENT TRACKING**  
**Northern Illinois University School**  
**of Family and Consumer Sciences (FACS)**  
**Applied Human Development and Family Sciences (AHDFS)**

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- Completion of a minimum of 9 credit hours in AHDFS, excluding HDFS 604 and ETR 521 or 522;
- Previous employment for at least 1 year in a licensed childhood program or other professional setting related to young children and their families, OR the equivalent of the following:
  - 50 hours of approved community-service work,
  - Supervised on-campus practicum (HDFS 490/590),
  - Both guidance and planning courses (HDFS 330, 331, 331A or equivalent),
  - A parent-child interaction course (HDFS 437/537),
  - An early childhood professional programs course (HDFS 434/534),
- HDFS 637;
- provide written proof of a fingerprint-based criminal background check in compliance with DCFS' policies; and
- consent of school

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- Completion of a minimum of 9 credit hours in AHDFS, excluding HDFS 604 and ETR 521 or 522;
- Previous employment for at least 1 year in a social service program or family therapy setting, or the equivalent of all of the following:
  - 50 hours of approved community-service work,
  - HDFS 382 or CAHC 540 (*Group Counseling Theories and Procedures*),
  - HDFS 481 or 692;
- provide written proof of a fingerprint-based criminal background check in compliance with DCFS' policies; and
- consent of school

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- Undergraduate course work in child or adolescent development, including principles of guidance (HDFS 330 or equivalent),
- Completion of course content in ethics (HDFS 434/534, 481, or 692) or equivalent;
- Completion of a minimum of 9 credit hours in AHDFS, excluding HDFS 604 and ETR 521 or 522, including:
  - HDFS 438/538
  - One other content course related to the focus of the practicum: \_\_\_\_\_
- Completion of or co-enrollment in HDFS 637 or HDFS 684
- consent of school

Print Student Name: \_\_\_\_\_ ZID# \_\_\_\_\_

General Interest for Internship: \_\_\_\_\_

Faculty Advisor  
Permission

I, \_\_\_\_\_ have verified that the above  
(Print Faculty Advisor's Name)  
 student has completed the above coursework and other requirements.

\_\_\_\_\_  
(Faculty Advisor's Signature) (Date)

\* \* \* \* \*

Faculty Liaison  
Permission

I, \_\_\_\_\_ agree to serve as a liaison for the  
(Print Faculty Name)  
 above student during the \_\_\_\_\_ semester of 20\_\_\_\_.

\_\_\_\_\_  
(Faculty Liaison's Signature) (Date)

**OVERVIEW OF GRADUATE INTERNSHIP IN COMMUNITY PROGRAMS:  
HDFS 631: CHILD DEVELOPMENT  
Northern Illinois University  
School of Family and Consumer Sciences (FACS)  
Applied Human Development and Family Sciences (AHDFS)**

**General Considerations:**

- 1) AHDFS graduate students may seek supervised internships that will contribute to their professional goals of working with young children and/or their families. While it is advisable for graduate students to check with their faculty advisors for ideas about possible internship locations, they should not hesitate to investigate new possible locations.
- 2) Eligible Students: Master of Science candidates in Applied Human Development and Family Sciences, School of Family and Consumer Sciences. Prerequisites for enrollment are:
  - a) completion of a minimum of 9 graduate semester hours in applied human development and
  - b) family previous full-time employment for at least one year in a licensed early childhood program or other professional setting related to young children and their families, OR the equivalent of the following: supervised on-campus internship (HDFS 490/590), two guidance and planning courses (HDFS 330, HDFS 331; and HDFS 331A or 50 hours of approved community-service work), a parent-child interaction course (HDFS 437/537), and an early childhood professional programs course (HDFS 434/534);
  - c) HDFS 637;
  - d) Provide written proof of a fingerprint-based criminal background check in compliance with DCFS' policies;
  - e) consent of faculty member who has agreed to be the student's faculty liaison for the internship, indicated by faculty member's dated signature on the "Internship Tracking Form;" and
  - f) consent of department, indicated by department chair's signature on the *Contract for Individual Instruction Courses* form.Exceptions to the prerequisites must be approved by at least one child development faculty member and the coordinator of human development and family sciences.
- 3) AHDFS graduate students may receive semester-hour internship credit (HDFS 631), provided that the following conditions are met:
  - a) students must plan ahead. For example, if a Fall internship is desired, student should seek out a faculty liaison by March of the preceding year;
  - b) the internship must be supervised by an on-site supervisor who has a master's degree and at least one year of relevant experience. Exceptions must be approved by at least two AHDFS faculty members;
  - c) the internship site and internship job description must be approved by both the on-site supervisor and the student's faculty internship supervisor. *NOTE:* Any AHDFS faculty member may serve as the faculty internship supervisor. The student should approach the faculty member whom they desire to have as an advisor and negotiate an agreement. If a faculty member feels that s/he is not in the best position to advise the internship, s/he may recommend another faculty member; AND
  - d) Summer registration is dependent upon faculty availability.
- 4) Each credit hour of internship (HDFS 631) is equivalent to 80 hours of internship work. Only six credit hours of internship may apply toward the master's degree. Interns will:
  - a) gain an understanding of the overall structure, functions, and operations of an early childhood organization, including programs, children and their families, funding, administration, program development, and relationships with other agencies;
  - b) gain an understanding of the role of the professional and, as appropriate, the role of administrator, including job responsibilities, methods of change and intervention;
  - c) test and develop techniques and skills common to the professional field, such as observation, assessment, interviewing, reporting and evaluating in both written and oral form. These include program development, implementation, and administration, so that the students could be employable in the organization or a similar one; AND

# OVERVIEW OF GRADUATE INTERNSHIP IN COMMUNITY PROGRAMS: HDFS 631: CHILD DEVELOPMENT

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- d) be urged to:
  - i) be exposed to the overall programs, functions, and operations of the organization, and that
  - ii) find the opportunity for in-depth relationships with some persons served by the organization, and the opportunity to engage in program development and implementation.

### **Prior to Beginning the Internship:**

- 1) The intern will consult with the faculty member who has agreed to act as faculty liaison, using the *AHDFS Internship Pre-Enrollment Tracking* form, and will obtain the faculty advisor's and faculty liaison's signatures on the form.
- 2) The intern will provide copies of his/her resume to the internship supervisor and the faculty internship liaison.
- 3) Sites will be selected from a list of sites with which the AHDFS program has affiliation agreements. Students wishing to use a site that is not on the list should contact the HDFS area coordinator.
- 4) The intern will create a *Graduate Intern Job Description*, secure a signature from the agency internship supervisor, and file it with the NIU faculty internship liaison, with a copy to the FACS Graduate secretary.
- 5) The intern will complete, sign, and file a *Graduate Intern Agreement* form with the faculty internship liaison with a copy to the FACS Graduate secretary.
- 6) The intern will sign the *Policy for Dismissal From Internship* form required by the university and file this signed form with the faculty internship liaison, with a copy to the FACS Graduate secretary.
- 7) The intern will complete a *Permit for Individual Instruction* form and return it to the faculty internship liaison before enrolling for internship credit.
- 8) The intern will enroll in the appropriate number of internship (HDFS 631) credits, determined in collaboration with the faculty internship liaison.

### **During the Internship:**

- 1) The faculty internship liaison may request the student intern to keep a daily or weekly log of activities. The interns should check with his/her faculty internship liaison to determine the appropriateness of such a log. The intern is also expected to complete at least one (1) project that will remain at the internship site.
- 2) Students pursuing certification or credentialing should enquire from the certifying organization about the necessity of keeping a time log.

### **At the End of the Internship Period:**

- 1) The intern will submit a typed paper (5-10 pages) to the faculty internship coordinator covering the following areas:
  - a) Describe the purpose and structure of the internship site (agency).
  - b) Describe your duties and accomplishments as an intern, and how they relate to the internship site.
  - c) What were the most helpful and least helpful aspects of the internship to you?
  - d) Describe ways in which you used course materials from your graduate program at the site. Give specific examples.
  - e) In what specific ways have your professional skills improved during the course of the internship?
  - f) How could this internship be improved?
- 2) The intern will submit a *Graduate Intern Evaluation Form* to the immediate supervisor (clinical and non-clinical interns use separate forms). The supervisor will complete this form, discuss the evaluation with the intern, and return it to the faculty internship liaison. A copy of the evaluation will be provided to the area coordinator to be used (anonymously) in program assessment.
- 3) The intern will complete an *Agency Evaluation* form, discuss it with the internship site supervisor, and give a copy to the faculty internship coordinator.

**OVERVIEW OF INTERNSHIP IN COMMUNITY SERVICES**  
**HDFS 632: FAMILY SOCIAL SERVICES**  
**Northern Illinois University**  
**School of Family and Consumer Sciences (FACS)**  
**Applied Human Development and Family Sciences (AHDFS)**

**General Considerations:**

- 1) AHDFS graduate students may seek supervised internships that will contribute to their professional goals of working with couples, families with school age children or adolescents, or with adults and the elderly. While it is advisable for the graduate students to check with his/her faculty advisor for ideas about possible internship locations, he/she should not hesitate to investigate new possible locations.
- 2) Eligible Students: Master of Science candidates in Applied Human Development and Family Sciences, School of Family and Consumer Sciences. Prerequisites for enrollment are:
  - a) Completion of a minimum of 9 graduate semester hours;
  - b) Previous full-time employment for at least one year in a social service setting, or the equivalent of all of the following:
    - i) 50 hours of approved volunteer work,
    - ii) A group process class (HDFS 382 or CAHC 540: *Group Counseling Theories and Procedures*),
    - iii) A professional issues class (HDFS 481/581 or HDFS 692),
    - iv) Attendance at the FSS program intern day
    - v) Consent of faculty member who has agreed to be the student's faculty liaison for the internship, indicated by faculty member's dated signature on the Internship Tracking Form,
    - vi) Consent of the department, indicated by the department chair's signature on the *Contract for Individual Instruction Courses* form.
  - c) Exceptions must be approved by at least two AHDFS faculty members.
- 3) AHDFS graduate students may receive semester hour internship credit (HDFS 632), provided that the following conditions are met:
  - a) Students must plan ahead. For example, if you desire a Fall internship, seek out your faculty liaison by March of the preceding year,
  - b) The internship site must be supervised by an on-site supervisor who has a master's degree and at least one year of relevant experience. Exceptions must be approved by at least two AHDFS faculty members,
  - c) The internship site and internship job description must be approved by both the on-site supervisor and the student's faculty internship supervisor. The student should approach the faculty member whom they desire to have as an advisor and negotiate an agreement. If a faculty member feels that s/he is not in the best position to advise the internship, s/he may recommend another faculty member,
  - d) Summer registration is dependent upon faculty availability.
- 4) Each credit hour of internship (HDFS 632) is equivalent to 80 hours of internship work. Only six credit hours of internship may apply toward the master's degree.
  - a) Interns will gain an understanding of the overall structure, functions, and operations of a social service organization. These include programs, funding, administration, program development, and relationships with other agencies.
  - b) Interns will gain an understanding of the role of the professional and as appropriate, the role of administrator, including job responsibilities, methods of change and intervention.
  - a) Interns will test and develop techniques and skills common to the professional field, such as case management, observation, assessment, interviewing, reporting and evaluating in both written and oral form, program development, implementation, and administration.
  - b) It is urged that:
    - i) the interns be exposed to the overall programs, function, and operations of the organization, and that
    - ii) the interns be given the opportunity for in-depth relationships with some persons served by the organization, and/or the opportunity to engage in program development and implementation.

## OVERVIEW OF INTERNSHIP IN COMMUNITY SERVICES

### HDFS 632: FAMILY SOCIAL SERVICES

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#### **Prior to Beginning the Internship:**

- 1) The intern will consult with his/her advisor, using the *AHDFS Internship Pre-Enrollment Tracking Form*, and will obtain advisor's and faculty liaison's signatures on the form,
- 2) The intern will provide copies of his/her resume to the internship supervisor and the AHDFS faculty internship liaison,
- 3) The intern will secure verbal approval of the proposed internship from both the agency supervisor and the NIU faculty internship liaison,
- 4) The intern will type a *Graduate Intern Job Description* form, secure a signature from the agency internship supervisor, and file it with the NIU faculty internship liaison.
- 5) The intern will complete a *Graduate Intern Agreement* form, sign it, and file it with the faculty internship liaison,
- 6) The intern will sign the *Policy for Dismissal From Graduate Internship* form required by the university and file this signed form with the faculty internship liaison. If the internship agency requires an additional agreement, it is the organization's responsibility to provide it,
- 7) The intern will complete a *Permit for Individual Instruction* form and return it to the faculty internship liaison before enrolling for internship credit,
- 8) The intern will enroll in the appropriate number of internship (HDFS 632) credits, determined in collaboration with the faculty internship liaison.

#### **During the Internship:**

- 1) The faculty internship liaison may request the student intern to keep a daily or weekly log of activities. The interns should check with his/her faculty internship liaison to determine the appropriateness of such a log. The intern is also expected to complete at least one (1) project that will remain at the internship site,
- 2) Students pursuing certification or credentialing should enquire from the certifying organization about the necessity of keeping a time log.

#### **At the End of the internship Period:**

- 1) The intern will submit a typed paper (5-10) pages) to the faculty internship coordinator covering the following areas:
  - a) describe the purpose and structure of the internship site (agency),
  - b) describe your duties and accomplishments as an intern, and how they relate to the internship site,
  - c) what were the most helpful and least helpful aspects of the internship to you?
  - d) describe ways in which you used course materials from your graduate program at the site. Give specific examples,
  - e) In what specific ways have your professional skills improved during the course of the internship?
  - f) how could this internship be improved?
- 2) The intern will submit a *Graduate Intern Evaluation Form* to the immediate supervisor (clinical and non-clinical interns use separate forms). The supervisor will complete this form, discuss the evaluation with the intern, and return it to the faculty internship liaison. A copy of the evaluation will be provided to the area coordinator to be used (anonymously) in program assessment.
- 3) The intern will complete an *Agency Evaluation* form, discuss it with the internship site supervisor, and give a copy to the faculty internship liaison.

# OVERVIEW OF INTERNSHIP IN COMMUNITY PROGRAMS

## HDFS 638: PARENT EDUCATION

### Northern Illinois University

#### School of Family and Consumer Sciences (FACS)

#### Applied Human Development and Family Sciences (AHDFS)

#### General Considerations:

- 1) AHDFS graduate students may seek supervised internships that will contribute to their professional goals of becoming a parent educator. While it is advisable for graduate students to check with their faculty advisor for ideas about possible internship locations, they should not hesitate to investigate new possible locations.
- 2) Eligible Students: Master of Science candidates in Applied Human Development and Family Sciences, School of Family and Consumer Sciences. Prerequisites for enrollment are:
  - a) Completion of a minimum of 9 graduate semester hours in Applied Human Development and Family Sciences, including HDFS 438/538 and one other content course related to the focus of the internship;
  - b) Undergraduate course work in child or adolescent development, including HDFS 330: *Principles of Guiding Young Children*, or equivalent;
  - c) Completion of or co-enrollment in HDFS 637 or HDFS 684;
  - d) Consent of faculty member who has agreed to be the student's faculty liaison for one internship, indicated by faculty member's dated signature on the *Internship Tracking* form; AND
  - e) Consent of the department, indicated by Department Chair's signature on the *Contract for Individual Instruction Courses* form.

Exceptions to the prerequisites must be approved by at least one Human Development and Family Sciences (AHDFS) area graduate faculty member and the coordinator of AHDFS.

- 3) AHDFS graduate students may receive semester hour internship credit (HDFS 638), provided that the following conditions are met:
  - a) Students must plan ahead. For example, if you desire a Fall internship, seek out your faculty liaison by March of the preceding year;
  - b) The internship must be supervised by an on-site supervisor who has at least a master's degree and at least two years of relevant experience. Exceptions must be approved by at least two AHDFS faculty members;
  - c) The internship site and internship job description must be approved by both the on-site supervisor and the student's faculty internship supervisor. NOTE: Any AHDFS faculty member with prior parent of family life education experience may serve as the faculty internship supervisor. The student should approach the faculty member whom they desire to have as an advisor and negotiate an agreement. If a faculty member feels that s/he is not in the best position to supervise the internship, s/he may recommend another faculty member,
  - d) Summer registration is dependent upon faculty availability.
- 4) Each credit hour of internship (HDFS 638) is equivalent to 80 hours of internship work. Only six credit hours of internship may apply toward the master's degree.

#### Objectives of Internship:

- 1) Interns will gain an understanding of the overall structure, functions, and operations of a social service organization. These include programs, funding, administration, program development, and relationships with other agencies.
- 2) Interns will gain an understanding of the role of the professional and as appropriate, the role of administrator, including job responsibilities, methods of change and intervention.
- 3) Interns will test and develop techniques and skills common to the professional field, such as case management, observation, assessment, interviewing, reporting and evaluating in both written and oral form, program development, implementation, and administration.
- 4) It is urged that the intern:
  - a) be exposed to the overall programs, function, and operations of the organization, and that
  - b) be given the opportunity for in-depth relationships with some persons served by the organization, and/or the opportunity to engage in program development and implementation.

**OVERVIEW OF INTERNSHIP IN COMMUNITY PROGRAMS**  
**HDFS 638: PARENT EDUCATION**

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**Prior to Beginning the Internship:**

- 1) The intern will consult with his/her advisor, using the *Internship Tracking Form*, and will obtain advisor's and faculty liaison's signatures on the form,
- 2) The intern will provide copies of his/her resume to the internship agency supervisor and the AHDFS faculty internship liaison,
- 3) The intern will secure verbal approval of the proposed internship from both the agency supervisor and the NIU faculty internship liaison,
- 4) The intern will type a *Graduate Intern Job Description* form, secure a signature from the agency internship supervisor, and file it with the NIU faculty internship liaison.
- 5) The intern will complete a *Graduate Intern Agreement* form, sign it, and file it with the faculty internship liaison,
- 6) The intern will sign the *Dismissal Policy From Graduate Internship* form required by the university and file this signed form with the faculty internship liaison. If the internship agency requires an additional agreement, it is the organization's responsibility to provide it,
- 7) The intern will complete a *Permit for Individual Instruction* form and return it to the faculty internship liaison before enrolling for internship credit,
- 8) The intern will enroll in the appropriate number of internship (HDFS 638) credits, determined in collaboration with the faculty internship liaison.

**During the Internship:**

- 1) The faculty internship liaison may request the student intern to keep a daily or weekly log of activities. The interns should check with their faculty internship liaison to determine the appropriateness of such a log. The intern is also expected to have evidence of work towards participation in and/or development of a parent education program, AND
- 2) The faculty liaison may expect additional assignments (i.e., readings, periodic written summaries) during the semester. If so, these will be indicated on the *Contract for Individual Graduate Instruction* form prior to the internship.

**At the End of the internship Period:**

- 1) The intern will submit a typed paper (5-10) pages) to the faculty internship describing the following:
  - a) the purpose and structure of the internship site (agency);
  - b) your duties and accomplishments as an intern, and how they relate to the internship site;
  - c) the most helpful and least helpful aspects of the internship to you;
  - d) ways in which you used course materials from your graduate program at the site. Give specific examples,
  - e) the specific ways your professional skills have improved during the internship; AND
  - f) how this internship could be improved.
- 2) The intern will submit a *Graduate Intern Evaluation Form* to the immediate. The supervisor will complete this form, discuss the evaluation with the intern, and return it to the faculty internship liaison. A copy of the evaluation will be provided to the area coordinator to be used (anonymously) in program assessment.
- 3) The intern will complete an *Agency Evaluation* form, discuss it with the internship site supervisor, and give a copy to the faculty internship liaison.
- 4) The intern will submit all program materials from the workshop or programs/he implemented and the program assessments.
- 5) Credit cannot be issued for the course until all paperwork is complete. It is the responsibility of the intern to insure that the paperwork has been turned in NO LATER THAN the first day of the regularly scheduled exam week of that semester.