TABLE OF CONTENTS

FCD 4301 Course Description 3
Registration and Requirements for FCD 4301 4
Internship Application and Process 5 – 6
Responsibilities of Intern, Site Supervisor, and FCD Instructor 7
Internship Site Agreement Form 8 - 9
Mid-term Evaluation Form & Documented Hours 10 - 12
Student Self-evaluation Form 13-14
Sample Internship Sites 15-17
Instructions for Proposal Essay Submission 18
FCD 4301: COURSE DESCRIPTION
Internship program in Family and Child Development-related professions, services, industries, or businesses must meet college, department, and program requirements. (WI)

The School of Family and Consumer Sciences instituted the internship requirement to promote interaction between students and the work environment. FCD 4301 is designed to allow students to participate in an educationally oriented practical experience. Through the internship, each student will have an opportunity to translate theory into operational applications and gain on-the-job experience in the field of family and child development.

FCD 4301 is an online class with required coursework in addition to 150 hours of field placement. **In spring 2018, all field placement hours must be performed within the designated academic period between January 16, 2018 to April 30, 2018.** Students should plan to begin the internship early in the semester and must complete all hours by the last day of class. Students are required to maintain time logs due throughout the semester to demonstrate steady progress and must also arrange a midterm and final evaluation with the internship site supervisor. In addition to the successful completion of the requirements in the online internship class, 150 hours of fieldwork at the approved internship site must be verified by the site supervisor for course credit.

FCD 4301 is a writing intensive class. At least 65% of a student’s grades must be based on written exams or assignments, and at least one assignment must be 500 words or more in length. The class is offered online with specific coursework requirements in addition to 150 hours of appropriate and approved field placement.

OBJECTIVES FOR FCD 4301
Upon completion of the internship course, the student will have successfully:
1. participated in a work environment associated with the student's career goals.
2. integrated academic theory with workplace practice.
3. analyzed realistic problems associated with the workplace and be given an opportunity to resolve these problems.
4. demonstrated appropriate workplace ethics and personal behavior patterns.
5. demonstrated human relations skills in an environment reflective of today's diverse society.
6. applied written and verbal communication skills within all appropriate levels of the organization setting.
7. integrated a variety of professional experiences, job-seeking and networking skills.
REGISTRATION for FCD 4301

- Students must have successfully completed all Core Curriculum coursework with at least 45 semester hours in FCS, including
  - FCD 1351
  - FCD 2351
  - FCD 2353
  - FCD 1355
- and at least 90 total credit hours overall before enrolling in FCD 4301.
- Students must have a minimum GPA of 2.25 in their major prior to being admitted to FCD 4301.
- Students who are enrolled with an ECI minor must complete the FCD 4301 field work in an ECI program.
- Students must consult with the FCD academic advisor to proceed with FCD 4301 enrollment.
- Students can enroll in a maximum of 12 hours (including internship) during the semester they are completing their internships. Students who wish to enroll in more than 12 hours in the long semester or more than 6 hours in either summer session, must obtain approval from the FCD Program Area Coordinator.

ADDITIONAL REQUIREMENTS for FCD 4301

- Internships at a prior place of employment or volunteerism require documentation indicating significantly different duties from past experiences to constitute a unique learning experience.

- The internship must be a non-paid experience to avoid conflict of interest.

- The internship should provide experiences relevant to anticipated employment in the FCD field. ECI Minors must complete their fieldwork in an ECI-related program.
**INTERNSHIP APPLICATION**

**Overview**

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<thead>
<tr>
<th>Stage</th>
<th>Project</th>
<th>Deadlines for Spring 2018</th>
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<tbody>
<tr>
<td>I. Proposal</td>
<td>Internship proposal essay</td>
<td>October 31, 2017</td>
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<td>Resume</td>
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<td>Cover letter</td>
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<td>II. Approval</td>
<td>Internship Site Form</td>
<td>* December 11, 2017</td>
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<td>-Job Description</td>
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<td>-Internship Objectives</td>
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<td></td>
<td>-Site Supervisor Signatures</td>
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<tr>
<td>III. Internship</td>
<td>FCD 4301 Requirements</td>
<td>Per syllabus dates</td>
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<td></td>
<td>Site Supervisor Mid-term Evaluation</td>
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<td></td>
<td>Site Supervisor Final Evaluation</td>
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<td></td>
<td>Student Self Evaluation</td>
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<tr>
<td>IV. Grade by Internship Instructor</td>
<td>Completion of course requirements and internship evaluations</td>
<td>Per University grading period</td>
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</tbody>
</table>

* You may not enroll in FCD 4301 unless all paperwork is submitted and approved by this date.

**I. PROPOSAL**

FCD 4301 is a writing intensive (WI) class. Students should allow enough time to submit and revise proposal documents so that they best represent the applicant’s skills and positively represent the University at which you have studied.

Please remember the services of FCD Career Counseling and the writing assessment team at SLAC. Having your writing assignments reviewed by SLAC is not required; it is highly recommended.

**A. Proposal Essay**

Students submit a 500- to 600-word essay in the semester prior to their internship, effectively linking prior coursework, internship goals, and long-term career goals. The essay must demonstrate proficiency in written communication per university standards and a set of competencies based on coursework and any field experience in family and child development. Clear connections between competencies and proposed internship sites must be established in the essay. This essay must be
turned into the FCD course instructor by the scheduled due date for course credit. (See Appendix II for specific instructions.)

B. Resume
Students develop a working resume that is both professional and concise to send to potential internship sites.

C. Cover Letter
Students compose a site-specific letter of application. This letter will follow standard business protocol and briefly identify the student’s goals and provide personal and University contact information.

Students are urged to use the list of acceptable sites (Appendix I) to determine which is most appropriate to interests and career plans. Sites not included on this list must be approved by the FCD 4301 instructor. Please allow additional time for site-specific approval.

II. APPROVAL

The FCD 4301 instructor reviews the internship proposal and provides feedback. Students may not proceed with internship process until feedback is received and necessary changes have been made to the proposal.

Faculty approval of a proposal does not automatically ensure an internship experience. Final acceptance is determined by the cooperating organization. Most organizations and agencies require personal interviews. Request an interview as soon as possible after the proposal is approved.

To complete the approval process, students submit an Internship Site Form (attached) that clearly states the student’s objectives and job responsibilities. The site supervisor’s signature and contact information are required. Documents must be submitted to and approved by the FCD 4301 instructor by December 11, 2017.

III. GRADE BY INTERNSHIP INSTRUCTOR

Grading is determined according to the FCD 4301 syllabus.

IV. ROLES AND RESPONSIBILITIES

Responsibilities of Intern
- Thoroughly review all sections of the handbook.
- Uphold course objectives and complete all assignments.
- Log hours and turn in all paperwork for internship to meet course criteria and scheduled due dates.
• Meet with Site Supervisor for mid-term and final evaluations.
• Complete a self-evaluation.

RESPONSIBILITIES OF SITE SUPERVISOR
The field supervisor plays a critical role in determining whether the experience is a positive, growth producing one for the student. Ideally, the supervisor is able to be both supportive and understanding, able to maintain realistic expectations of the student, and act as a professional role model and mentor.

Further, the Family and Child Development program at Texas State University asks that supervisors
• Orient the student to the organization.
• Supervise and evaluate the student’s work over the course of the semester.
• Provide the required opportunities for the student to complete the tasks and responsibilities outlined in his/her Internship Proposal.
• Discuss the student’s performance with the FCD 4301 instructor as needed.
• Complete and return the mid-term and final evaluations and documentation of hours completed to the FCD 4301 instructor by the scheduled dates.

RESPONSIBILITIES OF FCD 4301 INSTRUCTOR
• Ensure that the agency has a commitment to the internship as a training experience.
• Monitor and ensure that the internship is consistent with FCD 4301 course objectives.
• Maintain consistent contact with the intern and the intern’s field-based supervisor.
• Be available to provide mediation of difficulties, technical assistance, and any additional services deemed appropriate by the field-based supervisor and/or intern.
• Document that the intern is meeting course objectives in a manner that is consistent with university guidelines.
• Document to the University when the student has completed all requirements of the internship.
INTERNSHIP SITE AGREEMENT FORM

1. Student’s name: ____________________________________________________________
   Telephone: _____________________________
   E-mail address: __________________________

2. Internship site: _____________________________________________________________
   Site supervisor’s name: ______________________________
   Site address: _____________________________________________
   Telephone #: _____________________________
   E-mail address: __________________________

3. Student’s objectives:
   a. __________________________________________________________
   b. __________________________________________________________
   c. __________________________________________________________
   d. __________________________________________________________
   e. __________________________________________________________

4. Student’s specific job responsibilities and expected activities:
   a. __________________________________________________________
   b. __________________________________________________________
   c. __________________________________________________________
   d. __________________________________________________________
   e. __________________________________________________________
5. **Beginning Date:** _____________  **Termination Date:** _____________
   
   (First day of class: (January 16, 2018))
   (Last day of class: April 30, 2018)  

**Signature and Approval of Internship**

Signed ___________________________ Date ___________________________

Instructor FCD 4301

Signed ___________________________ Date ___________________________

Site Supervisor

For (Agency or organization name) ________________________________

Signed ___________________________ Date ___________________________

Student

**PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT AN ELECTRONIC COPY TO THE INTERNSHIP SUPERVISOR**
**INTERNSHIP EVALUATION**  
*(To be completed by the site supervisor)*

**PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT AN ELECTRONIC COPY TO THE INTERNSHIP SUPERVISOR ON THE FOLLOWING DATES:**  
*March 7, 2018 (mid-term evaluation) and April 30, 2018 (final evaluation)*

Student’s Name: ___________________________ Date: ______________

Based on the scale below, indicate how the student performed on each of the following:

1- Unsatisfactory  2 – Satisfactory  3– Above Expectations  4-Outstanding  N/A-not applicable

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<th>4</th>
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<td>1. Demonstrates responsibility</td>
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<td>2. Works effectively with diverse groups</td>
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<td>3. Demonstrates awareness and appreciation for cultural diversity</td>
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<td>4. Demonstrates skill in communication (verbal and written)</td>
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<td>5. Works effectively as a team member</td>
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<td>6. Completes assigned tasks correctly &amp; in a timely manner</td>
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<td>7. Uses a variety of resources when needed</td>
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<td>8. Demonstrates effective problem-solving skills</td>
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<td>9. Demonstrates adequate academic preparation</td>
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<td>10. Seeks to develop professional competence</td>
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<td>11. Is accountable for professional actions</td>
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<td>12. Proceeds well on his/her own</td>
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<td>13. Willing to ask for help when needed</td>
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<td>14. Willing to accept and use suggestions</td>
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<td>15. Meets conflict with emotional control &amp; self-confidence</td>
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<td>16. Is highly motivated to learn the work (shows initiative)</td>
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<td>17. Has a pleasant, positive demeanor; shows enthusiasm</td>
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<td>19. Shows leadership capabilities</td>
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<td>20. Regular in attendance and punctual</td>
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<td>21. Demonstrates ability to organize work and self</td>
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<td>22. Demonstrates knowledge of the principles of child development.</td>
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<td>23. Demonstrates ability to apply developmental theory to practice</td>
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<td>24. Demonstrates knowledge of development principles related to population served at internship site</td>
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<td>25. Demonstrates knowledge of the functioning of families</td>
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<td>26. Demonstrates knowledge of the principles of family dynamics</td>
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<td>27. Demonstrates awareness and appreciation of family diversity</td>
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<td>28. Identifies and uses ethical behaviors in the field of family and child studies</td>
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<td>29. Identifies and uses professional behaviors in the field of family and child studies</td>
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<td>30. Exhibits ethical and professional behaviors as determined by program/agency policies</td>
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The student’s outstanding qualities are:  __________________________  __________________________  __________________________  

________________________________________________________________________

The qualities that the student should strive most to improve are:  __________________________  

________________________________________________________________________

Total # of hours completed:  _____  Site Supervisor’s Signature:  __________________________
FCD 4301
INTERNSHIP HOURS
(MAY BE COMPLETED BY STUDENT FOR SUPERVISOR SIGNATURE)

Student’s Name: ____________  Internship Location: ________
Supervisor: ________________

<table>
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<tr>
<th>DATE</th>
<th>HOURS PER WEEK</th>
<th>TOTAL HOURS</th>
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<tbody>
<tr>
<td>1/16-1/19</td>
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<td>1/22-1/26</td>
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<td>2/5-2/9</td>
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<td>3/5-3/9</td>
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<td>3/12-3/16</td>
<td>SPRING BREAK</td>
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<td>3/19-3/23</td>
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<td>3/26-3/30</td>
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<td>4/16-4/20</td>
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<td>4/23-4/27</td>
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<td>4/30 (last day)</td>
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Mid-Term Hours-March 7, 2018:
Total hours at mid-term: _____  Supervisor Signature: __________

Final Hours- April 30, 2018:
Total hours for semester: _____  Supervisor Signature: __________
**STUDENT SELF-EVALUATION**

To be completed by the student and submitted to TRACS DropBox before midnight on April 30, 2018.

Name: ________________________ Date: _________________

Based on the scale below, indicate how you performed during your internship and will exhibit these skills in your career.

1- Unsatisfactory  2 – Satisfactory  3– Above Expectations  4-Outstanding  N/A-not applicable

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<td>18.</td>
<td>I demonstrate mature, ethical judgment</td>
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<td>19.</td>
<td>I show leadership capabilities</td>
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<td>20.</td>
<td>I follow the agreed upon work schedule</td>
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<td>21.</td>
<td>I demonstrate my ability to organize work and myself</td>
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<td>22.</td>
<td>I demonstrate knowledge of the principles of child development.</td>
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<td>23.</td>
<td>I am able to apply developmental theory to practice</td>
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<td>24.</td>
<td>I demonstrate my knowledge of development principles related to my field work</td>
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<td>25.</td>
<td>I understand and use knowledge about the functioning of families</td>
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<td>26.</td>
<td>I understand and use knowledge about the principles of family dynamics</td>
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<td>27.</td>
<td>I am aware and appreciate family diversity</td>
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<td>28.</td>
<td>I identify and use ethical behaviors in the field of family and child studies</td>
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<td>29.</td>
<td>I identify and use professional behaviors in the field of family and child studies</td>
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<td>30.</td>
<td>I demonstrate ethical and professional behaviors as determined by program/agency policies</td>
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My outstanding qualities are: _____________________________________________________________

__________________________________________________________________________________

The qualities I most need to improve are: __________________________________________________

__________________________________________________________________________________
Appendix I: Potential FCD 4301 Internship Sites
(Spring 2018)

I. Health and Human Services
   A. Nutrition
      1. WIC
   B. Department of Family Protective Services
      1. Child Protective Services
      2. Child Care Licensing
   C. Early Childhood Intervention
      1. Homespun
      2. Any other state-run ECI program
      3. Any Baby Can
      4. March of Dimes

II. Community Organizations
   A. Nutrition
      1. Central Texas Food Bank
   B. Child Abuse and Protection
      1. CASA
      2. Safe Place
      3. San Marcos Youth Council
      4. Children’s Advocacy Center
      5. Hays-Caldwell Women’s Center
   C. Baby Adoption
      1. Adoption Advocates in Austin
      2. Provident Place San Antonio
      3. Upbring
      4. Catholic Charities (if doing baby work)
      5. Baby Works - Edna Gladney in Fort Worth
      6. Caring Adoption in Houston
      7. Buckner in Dallas
   D. Older child Adoption and Foster Care
      1. Upbring
      2. Lifeworks
      3. Pathways
      4. Settlement Home
      5. Helping Hands-long term therapeutic foster care
      6. Starry in Round Rock
      7. St. Jude’s Ranch for Children-Texas-San Antonio, New Braunfels
E. Family Intervention Services
   1. Any Baby Can
   2. Meals on Wheels
   3. Caritas of Austin
   4. Big Brothers/Big Sisters
   5. Urban League

III. Education
   A. School-based Programs
      1. Communities in Schools
      2. Extend-A-Care
      3. Parenting Education Program (PEP)-San Marcos High School
   B. Preschool Education Programs
      1. CDC at TX State
      2. Open Door Preschool, Austin
      3. Manchaca UMC CDC
      4. Mainspring, Austin
      5. CARE Academy, Austin
      6. University of Texas Child Development Center
      7. Others based on site approval
   C. University Programs
      1. TRIO, Texas State University
      2. Strengthening Relationships/Strengthening Families Program

IV. Mental Health Services
   A. CARES Clinic at TX State
   B. SafePlace Austin
   C. Austin Child Guidance Center
   D. Wonders and Worries
   E. ABA Connect, Austin
   F. Cenikor Foundation (Hays Caldwell Council on Alcohol & Drug Abuse

V. Health/Hospitals
   A. Dell Children’s Medical Center of Central Texas, Austin
   B. Baptist Medical Center, San Antonio
   C. Ronald McDonald House Charities of Central Texas, Austin
   D. Easter Seals of Central Texas (Austin)
   D. Child Life programs

VI. Advocacy
   A. Children’s Defense Fund
   B. Youth Advocate Program
   C. Hays-Caldwell Women’s Center
   D. Center for Public Policy Priorities
E. Community Action Agencies
F. United Way

VII. Family Outreach
   A. Austin Nature Center
   B. Texas Inter-faith
   C. Thinkery (Austin Children’s Museum)
   D. Operation Homefront
   E. YMCA
   F. Family Eldercare, Austin
   G. Meals on Wheels
   H. Comal County Senior Citizen Foundation

Other community and university-based programs serving families and children based on site-approval by the university supervisor.

*FCD interns who are interested in working in school settings MAY NOT contact schools/districts for positions as those are reserved for student teaching experiences (education majors) and not FCD interns. FCD interns who desire to complete hours within a school setting should consider school-based programs, such as those listed in this Appendix I.
Appendix II
FCD 4301 Internship Proposal Essay Instructions

**Description:**
In the semester prior to internship, a 500-600-word essay must be submitted to the FCD 4301 instructor by the due date corresponding to the semester for enrollment (see page 5).

**Objectives:**
Students will:
- demonstrate proficiency in English written communication;
- outline competencies in Family and Child Development;
- link establish competencies with at least one proposed internship site;
- develop goals of internship relating to future career development; and
- compose a persuasive essay reflecting collegiate writing standards.

**Instructions:**
For course credit, compose an essay that reflects your professional goals in the field of family and child development. Include your knowledge set, including successful academic coursework and fieldwork (if any) in your area of interest. Explain the relevance of your knowledge set, or competency, to the proposed internship site(s), and connect these with your future career goals. Submit your proposal to Drop Box on the FCD 4301 PROJECT site.

**Evaluation:**
The FCD 4301 instructor will grade the proposal according to the following criteria:
- Adherence to instructional guidelines;
- Effective linkage between competencies, internship site, and career goals;
- Proficiency in writing; and
- Development of professional goals.