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**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 the fall 2017 semester, all field placement hours must be performed within the designated academic period between 28 August and 7 December 2017.** Students should plan to begin the internship early in the semester and complete hours within one week of the end of the semester (30 November 2017) to facilitate timely submission of evaluations and assignments. 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 3355
- 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 a 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 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

<table>
<thead>
<tr>
<th>Stage</th>
<th>Project</th>
<th>Deadlines for Fall 2017</th>
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<tbody>
<tr>
<td>I. Proposal</td>
<td>Internship goals essay</td>
<td>Friday 7 April 2017</td>
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<td></td>
<td>Resume</td>
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<td>Letter of application</td>
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<td>II. Approval</td>
<td>Internship Site Form</td>
<td>Friday 5 May 2017</td>
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<td>-Job Description</td>
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<td>-Internship Objectives</td>
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<td>-Site Supervisor Signatures</td>
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<td>Internship</td>
<td>FCD 4301 Requirements</td>
<td>Per syllabus dates</td>
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<td>Site Supervisor Mid-term Evaluation</td>
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<td>Site Supervisor Final Evaluation</td>
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<td>Student Self Evaluation</td>
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<tr>
<td>III. Grade by Internship</td>
<td>Completion of course requirements and internship evaluations</td>
<td>Per University grading period</td>
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<tr>
<td>Instructor</td>
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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. Essay
Students submit a 400- 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 2 for specific instructions.)

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

C. Letter of application
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 1) 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. Students will have feedback by 31 March 2017 or earlier.

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 internship job description and learning objectives. The site supervisor’s signature and contact information are required. Documents must be submitted to and approved by the FCD 4301 instructor by Friday 13 April 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 this handout.
- 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, and
- Complete and return the mid-term and final evaluations 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 and provide at least one field-based contact per semester for each intern.
- 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 learning objectives:
   a. ________________________________________________________________
   b. ________________________________________________________________
   c. ________________________________________________________________
   d. ________________________________________________________________
   e. ________________________________________________________________

4. Student’s specific job responsibilities and expected activities:
   a. ________________________________________________________________
   b. ________________________________________________________________
   c. ________________________________________________________________
5. **Beginning Date:** ____________  **Termination Date:** ____________
   (No earlier than the first day of class: 28 August 2017)
   (No later than 30 November 2017)

**Signature and Approval of Internship**

Signed ___________________________ Date ___________________________
   Instructor FCD 4301

Signed ___________________________ Date ___________________________
   Site Supervisor

For (Agency or organization name) ________________________________

Signed ___________________________ Date ___________________________
   Student

**PLEASE COMPETE AND SIGN THIS FORM AND SUBMIT AN ELECTRONIC COPY TO DR. ELIZABETH BLUNK**
FCD 4301 INSTRUCTOR AT eb03@txstate.edu
# INTERNSHIP EVALUATION

(To be completed by the site supervisor)

**PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT AN ELECTRONIC COPY TO Dr. Elizabeth Blunk, FCD 4301 INSTRUCTOR, AT eb03@txstate.edu ON THE FOLLOWING DATES:**

13 October 2017 (mid-term evaluation) and 7 December 2017 (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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<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>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>18. Demonstrates mature, ethical judgment</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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<tr>
<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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<tr>
<td>29. Identifies and uses professional behaviors in the field of family and child studies</td>
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<tr>
<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: ____________________
# STUDENT SELF-EVALUATION

To be completed by the student and submitted to TRACS DropBox before midnight on Thursday 6 December 2017.

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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<th>N/A</th>
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<tbody>
<tr>
<td>1.</td>
<td>I understand &amp; demonstrate my responsibilities</td>
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<td>2.</td>
<td>I am able to work effectively with diverse groups</td>
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<td>3.</td>
<td>I show proper awareness of and appreciation for cultural diversity</td>
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<td>4.</td>
<td>I demonstrate skill in communication (verbal and written)</td>
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<td>5.</td>
<td>I work effectively as a team member</td>
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<td>6.</td>
<td>I complete assigned tasks correctly &amp; in a timely manner</td>
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<td>7.</td>
<td>I use a variety of resources as needed</td>
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<td>8.</td>
<td>I demonstrate effective problem-solving skills</td>
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<td>9.</td>
<td>I use my academic preparation in the completion of my duties</td>
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<td>10.</td>
<td>I strive to develop professional competence</td>
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<td>11.</td>
<td>I am accountable for my actions</td>
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<td>12.</td>
<td>I can work independently and effectively</td>
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<td>13.</td>
<td>I am willing to ask for help when needed</td>
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<td>14.</td>
<td>I am willing to accept and use suggestions</td>
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<td>I handle conflict with emotional control &amp; self-confidence</td>
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<td>16.</td>
<td>I am highly motivated to learn the work (shows initiative)</td>
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</table>
17. I have a pleasant, positive demeanor; and show enthusiasm

18. I demonstrate mature, ethical judgment

19. I show leadership capabilities

20. I follow the agreed upon work schedule

21. I demonstrate my ability to organize work and myself

22. I demonstrate knowledge of the principles of child development.

23. I am able to apply developmental theory to practice

24. I demonstrate my knowledge of development principles related to my field work

25. I understand and use knowledge about the functioning of families

26. I understand and use knowledge about the principles of family dynamics

27. I am aware and appreciate family diversity

28. I identify and use ethical behaviors in the field of family and child studies

29. I identify and use professional behaviors in the field of family and child studies

30. I demonstrate ethical and professional behaviors as determined by program/agency policies

My outstanding qualities are:  _______________________________________________________

________________________________________________________________________________

The qualities I most need to improve are:  ___________________________________________

________________________________________________________________________________
Appendix I: Potential FCD 4301 Internship Sites
(Fall 2017)

I. Health and Human Services (Government Agencies)
   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

II. Community Organizations
   A. Nutrition
      1. Austin Area Food Bank and Affiliate Organizations
   B. Child Abuse and Protection
      1. CASA
      2. Safe Place
      3. San Marcos Youth Council
      4. Children’s Advocacy Center
   C. Baby Adoption
      1. Adoption Advocates in Austin
      2. Provident Place San Antonio
      3. Lutheran Social Services
      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. Lutheran Social Services
      2. Lifeworks
      3. Pathways
      4. Settlement Home
      5. Helping Hands-long term therapeutic foster care
      6. Starry in Round Rock
   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. Pregnancy Education Programs
   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. 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. Other community and university-based programs serving Families and Children based on site-approval

V. Health/Hospitals
   A. Brackenridge, Austin
   B. Dell Children’s, Austin
   C. Baptist, San Antonio
   D. Ronald McDonald House
   E. Easter Seals of Central Texas
   F. Infant-Parent Program
   G. Child Life programs
   H. Other health centers hospitals on a site-approval basis

VI. Advocacy
   A. Children’s Defense Fund
   B. Youth Advocate Program
   C. Roxanne’s House
   D. Center for Public Policy Priorities
   E. Community Action Agencies
   F. United Way
   G. Other non-profit advocacy organizations on a site-approval basis
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
FCD 4301 Internship Proposal Essay Instructions

Description:
In the semester prior to internship, a 400-600 word essay must be submitted to the FCD 4301 instructor by the due date corresponding to the semester for enrollment (see page 5).

Objectives:
By the end of this assignment, 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.