



## Human Development and Family Science

Student Handbook  
August, 2023

## **Human Sciences Department Mission**

The mission of the Human Sciences Department is to provide educational programs that are integrative and focus on reciprocal relations among individuals, families, and their near environments toward the improvement of the quality of life across the lifespan. The programs are designed to prepare graduates for careers in a dynamic and diverse world community. Furthermore, the mission of the department is to provide public service and to utilize or conduct research and/or creative endeavors related to the programs. The departmental mission supports the missions of the College of Behavioral and Health Sciences and the University of assisting students to become educated individuals who are reflective decision-makers.

## **MTSU Human Sciences Department Goals**

1. Prepare a diverse student body for careers in their field of study within Human Sciences
2. Utilize partnerships to support student engagement in the academic and service communities
3. Support faculty development and research/creative endeavors.

## **Human Development & Family Science Mission**

The purpose of Human Development and Family Science is to nurture professionals who approach human development and relationships with an emphasis on social contexts and multidisciplinary perspectives.

## **Human Development & Family Science Goals**

1. Facilitate strong social and professional skills
2. Disseminate knowledge of human development and interpersonal relationships
3. Cultivate an understanding of diversity and sensitivity to social contexts

**For relevant information on Human Development and Family Sciences Faculty, courses descriptions, academic maps, student groups and advising information, please visit the [Human Development and Family Science main webpage by clicking on this link](#).**

**The pages that follow outline general expectations and policies across all HDFS courses.**

### Statement of Course Success

Students who desire to excel in this course are advised to:

- ◀ be very familiar with syllabus and Microsoft Sway and follow their guidelines;
- ◀ make time to do the assigned readings with attentiveness and take notes on those readings;
- ◀ thinking critically about course material and how it applies to their life and society;
- ◀ actively engage in assignments and discussions;
- ◀ submit assignments on time;
- ◀ communicate promptly and professionally;
- ◀ and contact the instructor with questions regarding course materials, assignments, and grades throughout the semester (not just at the end of the semester).

### AI-Generated Writing

All assignments may be subjected to Artificial Intelligence (AI) detection software, which estimates the probability that writing (as a whole or just parts of it) were generated using AI software. Although AI is a useful tool for education, assignments in this course should reflect your own analysis and writing only.

If a student's assignment is flagged as likely to have been written by AI, the instructor will ask the student to resubmit the assignment with the flagged sections written in their own words.

Students tempted to use AI to write their assignment should keep in mind that, if they are asked to resubmit, they might be asked to do so with a very short turn-around (such as in a few hours when grading occurs close to MTSU's deadline for submitting final grades) or during a time that is not convenient for the student (e.g., over the weekend). If a student does not submit a revised assignment by the new deadline, they will not receive credit for sections of the assignment that are flagged as likely generated using AI.

This policy will be faithfully implemented, even in cases in which the student did not see the instructor's notification before the new deadline passed or when the student is unable to make the requested changes during the extension window.

Given the potentially precarious situations an AI-flagged assignment could put a student in, all students are encouraged to use at least one free AI-detection software to ensure major assignments will not be flagged as "likely written by AI" before they submit.

### Grade Policies

#### Returning Grades and Feedback

The instructor will make every effort to provide feedback and/or grades for writing assignments within two weeks of the assignment being submitted.

#### Mid-Term Grading

Mid-term grading/evaluation will be reported for all undergraduate courses using Academic Alert. Students should be aware that they may receive notifications of their class performance.

#### Final Grades

Final grades will not be rounded up. Students should not email the instructor at the end of the semester with questions about what they can do to earn additional points to get the next higher letter grade. No additional opportunities will be provided at the end of the semester for increasing grades. Requests for individual extra credit assignments will be denied.

## Incompletes

Incomplete grades are given rarely and only in extenuating circumstances. Students must have a passing grade in the course to be eligible for an incomplete. An incomplete is given, at the discretion of the instructor, only under extenuating circumstances. The [MTSU Undergraduate Catalog](#) (p. 56) states:

*The grade "I" indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which occur toward the end of the term. Mere failure to make up work or turn in required work on time does not provide the basis for the grade of "I" unless extenuating circumstances noted above are present for reasons acceptable to the instructor.*

Please refer to the Undergraduate Catalog for the complete Incomplete Grade Policy.

## Grade Appeals

[University Policy 313, Student Grade Appeals](#), provides an avenue for MTSU students to appeal a final course grade in cases in which the student alleges that unethical or unprofessional actions by the instructor and/or grading inequities improperly impacted the final grade.

# COURSE POLICIES & PROCEDURES

## Communication

### Course-Wide Communication

The instructor will send most course-wide communication through D2L announcements. These announcements are a very important mode of communication, so students are strongly urged to read all D2L announcements thoroughly and take swift action, when necessary. However, it is the student's responsibility to check their D2L and MTSU email frequently so that they do not miss important correspondence via email.

Individual students or groups with questions or comments that could pertain to the entire class should post on the D2L "Questions & Feedback" discussion board. This board allows students to post anonymously so that neither their peers nor their instructor can see who wrote the question/comment. The instructor will be subscribed to this discussion board and will answer questions as quickly as possible.

All students in the course should also subscribe to this discussion board for two purposes: (1) to be notified of answers to class-wide questions/issues, and (2) to provide further questions, comments, and/or support to their classmates. This will also reduce redundant emails to the instructor and facilitate a collaborative classroom atmosphere online.

The instructor will provide feedback on submitted documents using Microsoft Word's Tracked Changes and Comments features. The instructor will provide feedback on other assignments using various D2L features such as news posts, written comments, or video notes.

### One-On-One Communication

Students may address individual concerns during virtual office hours or may schedule to meet with the instructor via phone or video conferencing for miscellaneous questions or concerns (Personal Zoom ID provided on the first page of this syllabus). The instructor is also available via email to address student-specific questions or concerns that are not better addressed using the above methods. Students who want to email the instructor directly should use their MTSU email ([Rebecca.Oldham@mtsu.edu](mailto:Rebecca.Oldham@mtsu.edu)), not D2L.

Per the [Family Educational Rights and Privacy Act \(FERPA\)](#), all course communication will be conducted using institutional email accounts. Faculty will not respond to student emails sent from or to a non-institutional assigned email account. Faculty will not respond to student emails sent from or to a non-institutional assigned email account. All email from the instructor will be sent to students' MTSU email account. It is the student's responsibility to check this email frequently and to use their MTSU email account when communicating with the instructor.

### Timeliness

The instructors for courses will make all attempts to respond to emails sent between Mondays and Fridays from 8 am to 4:30 pm within 24 hours. Emails received after 4:30 pm on weekdays or weekends are unlikely to be answered the same day. Therefore, students are encouraged to prepare for quizzes and assignments well enough in advance to email their instructor any questions when they are likely to respond. Students should plan enough time to ask the instructor a question, give the instructor a day to respond, and then still have time to integrate that response into their assignment or study.

Similarly, students are responsible for checking D2L for notifications each weekday for course updates. Students should respond to the instructor's requests for information promptly and professionally.

### Professionalism

It is the expectation of the HDFS faculty that students exhibit a high level of written and verbal communication skills. This includes the correct use of grammar (i.e., spelling, punctuation, sentence structure, etc.) and APA citation format. This is an important aspect of a student's development as a professional and will be a component of the grading process for all assignments. Students seeking guidance to enhance their communication skills can contact the [MTSU University Writing Center](#) or check the section of this syllabus regarding [student resources](#).

### Excused Absence Policy

Regular class attendance is expected. MTSU Administration requires that instructors complete an attendance report for each course each semester.

### Save Work in the Cloud

Electronic failures, crashed computers, lost or faulty flash drives, etc. will **not** be accepted as excuses for submitting assignments late. Students should notify the instructor immediately via email if they are experiencing technical difficulties on D2L or with technology.

Therefore, students are ***strongly encouraged to save their assignments using a cloud file storage service***. There are several benefits to using cloud storage as opposed to saving files on flash drives or locally on computers:

- ◀ Online cloud file storage services will save files to an online account; therefore, if a computer crashes, files can be retrieved by logging into the account from any web browser (e.g., Google Chrome, Firefox, Edge, Safari).

- ◀ Cloud storage services also store backup copies and older versions of files. That way, if a computer crashes or files are accidentally deleted, very recent versions can be retrieved from the archives online.
- ◀ Files stored in the cloud can be shared and made available to others to edit or save, which supports team collaboration on projects.
- ◀ If the file storage system's software is downloaded and installed on a computer, it will autosave files online as they are being worked on! (No uploading or downloading files. Just use it like any other folder on a computer/phone.)
- ◀ Most cloud storage systems also have apps that can be download onto smartphones and tablets, so that files can be accessed there too!

Popular cloud file storage systems include:

- ◀ [OneDrive](#) (25GB free MTSU students through Microsoft 365; [downloadable instructions](#)),
- ◀ [Dropbox](#) (2GB free),
- ◀ [Google Drive](#) (15GB free; including Gmail and Google photos), and

If students use a cloud service other than their MTSU OneDrive account, it is recommended that they set up an account with a cloud service using a personal email address so that they can continue using their account after graduation.

## Classroom Conduct

### Sensitive Nature of HDFS Courses

Given the dynamics of individual, relational, and familial development, HDFS courses address many sensitive issues. Lifespan and relational issues occur in the context of sexual, racial/ethnic, political, religious/spiritual, economic/social class, and disability/challenge concerns. The discussion of such issues will increase the student's knowledge of developmental conditions in the modern world, but the information can be emotionally charged. It is also likely that the student will be exposed to a diversity of viewpoints; some viewpoints might differ substantially from the student's personal views. If the student chooses to remain in class, then they will be expected to respect the diverse viewpoints represented in the course material, as well as the viewpoints of their classmates. If the student is easily offended by discussion of such issues, then they should consider whether to remain enrolled in the course.

### Revelation of Personal Information

This course addresses topics that are personal in nature. The student is encouraged to participate in class discussions/presentations, but the student is not required to share highly personal information with classmates. Also, the student is advised to use discretion in self-disclosure with classmates and the instructor. It is anticipated that fellow students will be respectful and not disclose information that is shared in class, but the instructor cannot guarantee the confidentiality of information that the student shares with classmates. Thus, the student is responsible for the information that they share and should not share information that they do not want others to know.

### Civility in the Classroom

To create and preserve a classroom atmosphere that optimizes teaching and learning, each student shares responsibility in creating a civil and nondisruptive forum. Students are expected to conduct themselves at all times in a manner that does not disrupt teaching or learning. To assure that all students have an opportunity to gain from time spent in class, making offensive remarks; reading newspaper/non-class materials; sleeping; excessive/loud talking; talking during exams; using tobacco products; or engaging in any other form of

distraction in the classroom is prohibited. Students who engage in such behaviors during course assignments (e.g., exams, papers, group projects) will not be permitted to complete or make up the assignment and will be given a grade of zero (0) for the assignment.

Additionally, the instructor has the right to limit classroom discussions to meet the educational objectives of the class session. The instructor is authorized to take such steps as are necessary (such as deducting points) if the behavior of the student disrupts the normal classroom procedure. The instructor may remove the student for the single class session in which disruptive behavior becomes continuous and/or serious, and may begin disciplinary proceedings (refer to the [Student Code of Conduct](#), [General Regulations on Student Conduct and Disciplinary Sanctions](#), and [Classroom Misconduct](#)). Students who engage in repeated deviations from expected classroom behavior may be submitted to the [MTSU Disciplinary Process](#).

## INSTITUTIONAL POLICIES

### Class Withdrawal

Students should check the most recent version of the [registration guide](#) to make themselves aware of the various dates for withdrawing from the course:

- ◀ **Last day to drop with 100% fee adjustment.** Usually the day before classes start.
- ◀ **Last day to drop with 75% fee adjustment.** Usually the Sunday 2 weeks after classes start.
- ◀ **Last day to drop without a grade.** Usually the Sunday 2 weeks after classes start.
- ◀ **Last day to drop with 25% fee adjustment.** Usually the Saturday 4 weeks after classes start.
- ◀ **Last day to drop with a “W” grade.** Usually late October for the Fall semester.

Students who have already missed lectures, had difficulty adequately completing projects, and/or anticipate difficulty in completing the course to their satisfaction are encouraged to give withdrawal all the consideration it is due. Students are encouraged to discuss their progress with the instructor before making a withdrawal decision.

**Questions on a final grade?** Please follow the University procedure for grade appeals by [clicking on this link to the grade appeals policy](#).

### Students With Disabilities

Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the [Disability & Access Center \(DAC\) website](#) and/or contact the DAC for assistance at 615-898-2783 or [dacemail@mtsu.edu](mailto:dacemail@mtsu.edu).

Students should let the instructor know if they require any accommodation as soon as possible.

### Tennessee Hope Scholarship

Do you have a lottery scholarship? To retain the Tennessee Education Lottery Scholarship eligibility, you must earn a cumulative TELS GPA of 2.75 after 24 and 48 attempted hours and a cumulative TELS GPA of 3.0 thereafter. A grade of C, D, F, FA, or I in this class may negatively impact TELS eligibility.

If you drop this class, withdraw, or if you stop attending this class you may lose eligibility for your lottery scholarship, and you will not be able to regain eligibility at a later time.

For additional Lottery rules, please refer to your [Lottery Statement of Understanding form](#) or contact your [MT One Stop Enrollment Coordinator](#).

## Guests in the Classroom

Students may not bring guests or children to the class without prior approval from the faculty/instructor.

## Animals in the Classroom

Only service animals (dogs and miniature horses) are allowed on campus. Students must register with Disabled Student Services before a service animal is allowed as an accommodation. Faculty and staff must request service animals as an accommodation through Human Resources. See Policy No. I:01:13.

## Emergencies in the Classroom

Faculty and students who do not follow University policies and instructions during emergencies and emergency drills are individually liable. Emergency plans and instructions may be found at this in the [MTSU Emergency Plan](#). A list of the safest places for each building during a tornado is available on [MTSU's Shelter Location webpage](#). In Ellington Human Sciences, it is in the interior corridors. University instructions during emergencies are sent via email, phone calls, and text messages. University websites will also be updated with the latest information. Students are encouraged to plan for emergencies. Additional information is available at the [MTSU Alert4U website](#).

## Family Educational Rights and Privacy Act (FERPA)

Middle Tennessee State University regards a student's academic record as confidential. The release of information contained in the record is governed by Federal Law, known as the "Family Educational Rights and Privacy Act" (FERPA). For more information, visit [MTSU's FERPA webpage](#).

Under [FERPA](#), instructors are not permitted to disclose students' academic progress to anyone but the student, unless the student has provided written consent for a specific person to access such information. This means that:

- ◀ Instructors cannot discuss a student's academic progress, grades, etc., over the phone or via email. All such discussions must be in person.
- ◀ At the end of the semester, instructors cannot disclose a student's final grade over the phone or via email; nor can they post student grades on their office door.
- ◀ Students will receive their grades via D2L, PipelineMT, or WebMT.
- ◀ The instructor cannot access student grades if the student has a "hold" on their records.

However, directory information such as the student's name, address, email address, telephone listing, photograph, year and place of birth, enrolled hours, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, student level (freshman, sophomore, etc.), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student will be released unless the student has asked MTSU to withhold such information. If students do not wish directory information released, they must notify the Registrar's Office in writing. Print and complete the ["Request for Non-Release of Directory Information"](#) and return it to the Registrar's Office for processing. For additional information regarding the Privacy of Student Records and FERPA, go to the [MTSU Institutional Disclosure website](#). If students have any questions concerning the provisions of this act, they should contact the Registrar.

## Academic Misconduct

When students participate in behavior that is considered to be academic misconduct, the value of their education and that of their classmates is lessened, and their academic careers are jeopardized.



Please review the information on [Academic Integrity and Misconduct](#). Academic integrity is a hallmark of Middle Tennessee State University. We expect students to complete academic exercises, i.e., assignments turned in for credit, that are original and appropriately credit all sources used.

The MTSU Student Disciplinary Code defines academic misconduct as plagiarism, cheating, fabrication, or facilitating any such act. Academic misconduct includes, but is not limited to:

1. *Plagiarism*. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse.
2. *Cheating*. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes unapproved collaboration, which occurs when a student works with others on an academic exercise without the express permission of the professor. It also includes purchasing assignments or paying another person to complete a course for a student.
3. *Fabrication*. Unauthorized falsification or invention of any information or citation in an academic exercise.
4. *Facilitation*. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

To be clear—going online and taking information without proper citations, copying parts of other student's work, creating information to make one's paper seem more official, or anything involving taking someone else's thoughts or ideas without proper attribution is **academic misconduct**. If students work together on an assignment when it is not allowed, it is **academic misconduct**. If a student has a question about an assignment, they should ask the instructor to clarify. All cases of academic misconduct will be reported to the Director of Student Academic Ethics and may result in failure on the test/assignment or for the course. Remember – ignorance is NOT a defense.

Students guilty of academic misconduct are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions (including expulsion from the university), which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero (0) for an activity or to assign an "F" for the course. Students guilty of plagiarism will be immediately reported to the Director of Student Academic Ethics. For more information, see the [MTSU's policy regarding Student Academic Misconduct](#).

## Student Disciplinary Policy

For more information regarding student [disciplinary policy](#) and student conduct please visit, the [website for the Office of Student Conduct](#).

## STUDENT RESOURCES

[Frequently Used Student Resources](#)

**Technical Support**

Students who experience problems logging into their course, timing out of their course, using the course website tools, or experience other technical problems should be encouraged to contact the [MTSU Help Desk](#) online (24/7) or at 1-615-898-5345.

### **Tutoring & Writing Assistance**

Students may access free tutoring in over 200 courses in subjects such as biology, history, physics, math, psychology, study skills/learning strategies, and many more on both campus, online, and Lynda.com. For information, visit MTSU's [tutoring website](#).

Additionally, The Margaret H. Ordoubadian [University Writing Center](#) is located in LIB 362. Here, students can receive valuable (and FREE!) one-to-one assistance on writing projects for any course. Conferences are available by appointment (615-904-8237). Visit early and often!

[Grammarly](#) is also a free writing style correction software that can be installed on your personal computer, embedded in your web browser, and installed in Microsoft Word. This software is very helpful for identifying and correct your unique writing challenges. It is strongly recommended that students use this software!

### **Outreach and Support Programs**

The MTSU community is committed to the academic achievement of each student, and we know that struggling to address basic needs can affect a student's ability to perform academically. If you are having trouble finding a safe and stable place to live or enough food to eat, please contact Danielle Rochelle (615-898-2808 / [Danielle.Rochelle@mtsu.edu](mailto:Danielle.Rochelle@mtsu.edu)), come by the [MTSU Food Pantry](#) at the MT One Stop, or speak with your instructor to get the assistance and resources you need.

### **Student Emergency Funds**

The College of Behavioral and Health Sciences establish a fund to provide small grants to students who encounter unexpected financial hardships. Students must be in good academic standing and enrolled as a full-time student in CBHS. Only one grant may be given per students per semester. Amount of grant will vary; maximum amount of grant will be \$500. Students seeking support should complete this [form](#) and submit it to their Advisor. Other student financial supports are available for application [here](#).

### **Title IX: Sexual Discrimination, Harassment, and Assault**

Students who believe they have been harassed, discriminated against, or been the victim of sexual assault, dating violence, domestic violence or stalking should contact a Title IX/Deputy Coordinator at 615-898- 2185 or 615-898-2750 for assistance or review [MTSU's Title IX website](#) for resources.

MTSU faculty are concerned about the well-being and development of our students and ***are legally obligated to share reports of sexual assault, dating violence, domestic violence, and stalking with the University's Title IX coordinator to help ensure student's safety and welfare.*** Please refer to [MTSU's Title IX website](#) for contact information and details.

### **Lauren's Promise**

Lauren McCluskey, a 21-year-old honors student-athlete, was murdered on Oct. 22, 2018, by a man she briefly dated on the University of Utah campus. We must all take action to ensure that this never happens again.

**We will listen and believe you if someone is threatening you.**

If you are in immediate danger, call 911.

If you are experiencing sexual assault, domestic violence, and/or stalking, I hope you will feel comfortable contacting me and letting me help you get connected to campus resources.

If you prefer to reach out to resources directly, you may contact these supports and services:

- ◀ MTSU Campus Police: 615-898-2424
- ◀ Murfreesboro Police: 615-893-1311
- ◀ MTSU Counseling Services: 615-898-2670
- ◀ After-hours mobile crisis: 800-704-2651 or go to the nearest emergency room
- ◀ MTSU Student Health: 615-898-2988

Any form of sexual harassment or violence will not be excused or tolerated and will be reported to [MTSU's Title IX coordinators](#) to assist you. For more information visit [MTSU's website on sexual violence](#).

## Mental Health

As a college student, you may experience a range of challenges and issues that can interfere with your physical and mental well-being, hinder your academic experience, and negatively impact your daily life. Some of these experiences may include overwhelming depression/sadness, anxiety, high levels of stress, use of alcohol/drugs, difficulty sleeping, difficulty concentrating, and/or loss of motivation. These challenges and issues can lead to thoughts of self-harm and suicide. If you or any of your classmates are experiencing these issues, it is important to reach out and ask for help. Discuss your situation with a friend, a family member, your instructor, or an academic advisor. Remember: Everyone struggles. It's okay to talk about it. Ask for help. YOU ARE NOT ALONE!

[Counseling Services](#) are located in the Keathly University Center (KUC), room 326, 615-898-2670. Services are **free**. Students may walk in and make an appointment or may call ahead for an appointment.

## Student Health Services

At the [Health Services Building](#), located at the Campus Rec Center, a prepaid student health fee covers the cost of basic office visits. There may be additional minimal charges for additional professional services (listed [here](#) and [here](#)).

An after-hours telephone advice nurse is available by calling 615-898-2988 and following the prompts. Experienced advice nurses can help you figure out the best course of action: immediate medical care, next-day appointment, or self-care.

## Health Service Building Hours of Operation

### Fall and Spring

- ◀ M-R 8:00 AM to 4:30 PM
- ◀ Fridays 8:00 AM to 4:00 PM

### Summer and Semester Breaks

- ◀ Monday-Friday 8:00 AM to 4:00 PM

Closed during university holidays

## THE TRUE BLUE PLEDGE

I am “[true blue](#).” As a member of this diverse community, I am a valuable contributor to its progress and success. I am engaged in the life of this community. I am a recipient and a giver. I am a listener and a speaker. I am honest in word and deed. I am committed to reason, not violence. I am a learner now and forever. I am a blue raider. True Blue.

# Internship Manual

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## PART VII. INTERNSHIP SITES

Welcome to the Internship Manual for Child Development and Family Studies! In Child Development and Family Studies, we have two Internships:

- CDFS 3390: Field Placement in Child Development and Family Studies (100 hours or 200 hours, depending on your Academic Map)
- HSC 4101: Internship in Child Development and Family Studies (300 hours or 200 hours, depending on your Academic Map)

The following sections will help you better understand the goal, content and process for each of these Internship courses.

# Child Development and Family Studies Internship Manual

*CDFS Intern Manual*

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The field of Child Development and Family Studies is a diverse field, ranging from work with children in a dyadic setting, to work with elders in a community setting, to everything in between. It is exciting and dynamic with multiple career possibilities for now and in the future. Because this field is highly responsive to societal needs, it is ever evolving. Some careers you may achieve in your professional lifetime might not exist now or even in ten years.

So, how can you anticipate what your career might look like? Though we cannot give you an exact answer, we can provide you with the foundation needed to succeed as you grown and adapt in your professional life. Your coursework thus far has provided a strong working knowledge of individuals' and families' development while always considering the contextual factors that impact these entities. But, knowledge on its own is not enough. You must practice

implementing that knowledge and acquiring even more knowledge and skills to succeed in your professional life.

This is where Internship opportunities come in! They provide a safe environment to learn and apply your previous coursework while building important professional skills. Professionals working with children and families must know more than *what to do*; they also need to be considerate professionals that *apply existing knowledge* in their current roles and *continue acquiring skills* as they seek to be innovative problem solvers in their given profession.

We need you to make the world a better place. Are you up to the task?

## PART II

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# Course Requirements

The CDFS 3390 Course is offered in the Fall and Spring semesters. Requirements for graduation are currently shifting, so check with your advisor to confirm the number of hours required as a part of your CDFS Degree Plan.

The course requires the following:

- Senior Standing
- 100 hours or 200 hours volunteer experience in the community (depending on your Academic Map)
- Professional Liability Insurance (we will discuss this on the first day of class)
- Availability during normal hours business hours (i.e., 8:00-5:00pm), as only a limited number of Internship sites offer hours outside of the

traditional workday.

Your Internships are what you make of them! This is a unique chance to have insight into an organization and career without many of the commitments that come with formal work. The more present and attentive you can be at your Internship, the more you will maximize this experience to your advantage.

How do you stay present? Though not a requirement to register for the course, the following are recommendations that will help you best possible Internships experience:

- Potentially reducing or altering your own working hours to permit availability for Internship work and other coursework
- Taking no more than three additional classes (which your advisor will recommend and also help you plan around)
- Preparing to alter your participation in extracurricular commitments in order to focus more time on your Internship and classwork

Now that you know a little more regarding what you ought to do to prepare yourself for a successful Internship experience, let's discuss what makes a good Internship Placement.

## PART II

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# Internship Site Requirements

Please watch [this video](#) for more information on Internship Site requirements.



## PART II

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# Finding a Field Placement

How do you you go about finding a placement? Watch [this video](#) for important information.





## PART II

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# Contacting Agencies

You found a site you are interested in, but what should you do when reaching out to make contact? The following videos will explain the process you should follow for making contact with an agency and scheduling a meeting to talk about Internship possibilities.

Start here with [how to schedule a meeting](#).

If you do not have a current resume, the MTSU Career Development Center [has some excellent resources](#) . You will want to make sure your resume is in order prior to scheduling a meeting.

Once you have your resume in good shape, then you can follow the rest of the process outlined in [this video](#).



## PART II

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# Learning Contract

Prior to beginning work at your site, your instructor must approve your Learning Contract. Any hours completed prior to approval will not count towards your total hours completed. This is to make sure that the site is a good fit for your goals and will provide valuable experience for you. It is a process in the procedure that has helped students prevent problems in the past and hope it will continue to do so with each new set of placements.

This video outlines the process for [completing the Learning Contract](#). Please note that the actual Internship Learning Contract will be provided to you the first day of class, or earlier if your organization necessitates.



## PART II

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# Internship Sites

At this point, you are ready to begin exploring placements for your hands-on-experience.

I try my best to keep the list up to date. I would prefer you use one of the organizations listed, as they have provided a worthwhile experience for our students, while navigating the changes in service delivery brought about by COVID. If an organization you are interested in is not on the list, talk to me. They may be a good site or one we have used in the past, but not recently.

We are not the only group of students who intern in human services, so I ask that you please keep the list for “CDFS Eyes Only” as I would like to keep those contacts for your benefit. You can help me assure that our list does not get widely circulated on campus. Thanks for your understanding with this!

You may access the shared list via my shared OneDrive file,

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or by using the following [linked document](#) (Please note, you may need to login to your MT OneDrive account in order to access the document).