

The HDFS Internship

General Guidelines

Students are responsible for initiating and completing the process of securing an approved internship, and ensuring that all course prerequisites are met. Before beginning the internship, students must complete all Required HDFS Courses and HDFS Professional Concentration Courses, earn a grade of C or better in all 3000 and higher-level HDFS Major Core classes, and achieve an overall 2.25 GPA. Students planning to graduate at the end of internship also must enroll in UNIV 4AA0-HS1. **Students may not enroll in any additional coursework during their internship semester.**

Deadlines for submitting the Internship Application and the Internship Commitment materials are **March 15, June 15, and October 15. No exceptions. If the deadline falls on a school holiday, submit your materials in advance.** All internship paperwork should be submitted to the HDFS Internship Director, Dr. Jamie Sailors, 206-F Spidle Hall.

- Internship Application materials must be submitted two semesters in advance of the semester you intend to complete your internship. **Applications can be located online** at <http://www.humsci.auburn.edu/hdfs/ugrad-internships.php>.
- Internship Commitment materials must be submitted one semester prior to the semester you intend to intern. Commitment materials are provided only at the Mandatory Internship Orientation Meeting; they are not available online.
- If the notification date of a desired internship placement does not correspond with the HDFS Commitment deadline, email the HDFS Internship Director by email (anderja@auburn.edu) **in advance.**

Students will not be permitted to begin their internship without a clearing letter from the ABI and FBI. You must make sure your letter is on file with the HDFS Office in 203 Spidle.

Steps to an Approved Internship

1. During the first semester of your junior year, meet with your *Faculty Advisor* to discuss tentative plans for internship, including your internship interest area, your progress in meeting course prerequisites, and to develop a timeline for completing the requirements.
2. Before the end of the first semester of your junior year, meet with a College of Human Sciences Academic Advisor in 266 Spidle Hall to complete a *Graduation Check*.
3. Two semesters in advance of the semester you expect to intern:
 - a. Attend the Mandatory Internship Orientation meeting. Mandatory means you must attend.
 - b. Submit your Internship Application and a copy of your Graduation Check to the HDFS Internship Director (206-F Spidle Hall) by the application deadline.
4. Arrange to interview at least three prospective internship sites to explore the fit between what the site has to offer and your professional goals. Bring a copy of your resume and the Letter of Introduction to Site Supervisors handout (provided at the mandatory orientation meeting) to the interviews.
5. When selecting an internship site, consider your career objectives as well as the quality of experience and mentoring you are likely to receive. Your internship placement must be compatible with your HDFS Professional Concentration. Internships at a daycare/childcare center must be with a program that is accredited or in the process of accreditation by NAEYC, NAC, NECPA, or a similar organization. Internships can be completed internationally, but placements in any location that has a Level 3 or 4 Travel Advisory, as determined by the U.S. Department of State (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>) will not be approved. All students completing an international internship must register with the Office of International Education
6. **Before you reach a final agreement with an agency about your internship, meet with or email the HDFS Internship Director to discuss approval of the placement.** You must submit the Internship Commitment Form and the signed Student Internship Agreement to the Internship Director by the required deadline. Notify sites you interviewed but did not select that you will not be working with them for your internship. Professional behavior is expected.
7. After the HDFS Internship Director receives your Commitment Form, signed Intern Agreement and approves your placement, an Agreement of Cooperation and evaluation materials will be sent to your site by the HDFS department. **You may not begin your internship until the Agreement of Cooperation is signed** by representatives of both the HDFS department and the internship site, and the HDFS Internship Director has received the signed agreement from your site.
8. One semester before you complete your internship, you must attend a Mandatory Internship Preparation meeting. Course requirements will be reviewed. You also must obtain your HDFS Internship Badge prior to starting your internship. If your site has a badge they require you to wear, inform the HDFS Internship Director.
9. You are required to complete a *minimum* of 30 on-site hours per week during Fall and Spring semesters and a *minimum* 45 hours per week during Summer semester for a minimum of 450 on-site hours. If you do not complete a minimum of 450 on-site hours, *will not pass the internship course*. You also are required to be at the internship site for the total number of weeks of the semester in which you are enrolled. **Sick days, holidays and personal time do not count toward your required internship hours.**
10. The Mandatory Internship Orientation and Preparation meetings will be held during Fall and Spring semesters only. Plan ahead. **You are responsible for being familiar with and adhering to all internship requirements.** Speak to the HDFS Internship Director to clarify anything about which you are unsure. You are strongly advised to keep copies of all internship paperwork.