

HDF 499-01: SUPERVISED PROFESSIONAL EXPERIENCE (3-6 credit hours)
Tuesdays 9:30-10:45am (Online)
FALL 2021

INSTRUCTOR INFORMATION

Elisa A. Merçon Vargas, Ph.D.

Office: 156 Stone Building

Office hours: By appointment

Email: eavargas@uncg.edu (best way to contact me)

COMMUNICATION

Questions: Send any question you have about the class organization, texts, and scores/grades via e-mail. Put the course in the subject of the email (e.g., HDF 499-01 FALL 2021). I will respond to emails within 48 hours on M-R. Emails received F-Sun will be responded to the following Monday.

Announcements: Important communication will be posted on Canvas and/or send by message on Canvas or e-mail.

CATALOG DESCRIPTION

Supervised professional experience in selected commercial or industrial organizations, public or private agencies.

PREREQUISITES

- HDF 377 (previously HDF 477)
- 2.50 GPA
- Permission of instructor

FOR WHOM PLANNED

This course is required for all HDFs majors in the *Child, Youth, and Family Studies* concentration. It is usually taken during senior year. **NOTE:** May be repeated for up to six (6) credit hours.

COURSE PHILOSOPHY

The internship provides an opportunity for you to have a hands-on experience in a professional setting directed to children, youth, and/or families. This is a unique experience in which you will be able to develop reciprocal relationships with community partners; it is a valuable experience aimed at promoting personal and professional growth. The purposes of the internship experience are to develop professional skills through a guided professional experience, to bridge between knowledge in Human Development and Family Studies (e.g., addressed in coursework) and professional practices, and to provide an opportunity for learning, exploration of interests, and reflections about your future career goals and expectations. Through the internship experience, you will also reflect on your social responsibility to the community. It is important to recognize that the internship experience is a two-way relationship – You will serve your agency and clients thinking of their needs while at the same time learning, developing, and reflecting about your professional skills and experience.

TEACHING METHODS

We will meet online weekly **via Zoom on Tuesdays from 9:30-10:45am**. The purpose of the seminars is to discuss your experiences during your internship. It will provide a means to connect with other interns and your internship coordinator and to develop the connection between academia and practice. Seminar time will also be used to work on assignments that will help you toward the Final Reflection Paper. *Students registered for 3 credits (1st half) are not required to attend classes on Weeks 12, 13, and 14; students registered for 3 credits (2nd half) are not required to attend classes on Weeks 3, 4, and 6.* There are two optional classes planned meant to address students' concerns and/or provide orientation for assignments as needed (refer to Appendix A). Webcams are required for online meetings. For students who are interning outside of a 30-mile radius, webcams will be used for conducting site visits.

COURSE MATERIALS (Recommended)

Sweitzer, H. F., & King, M. A. (2019). *The successful internship: Personal, professional, and civic development in experiential learning* (5th Edition). Boston, MA: Cengage.

INTERNSHIP COMPLETION REQUIREMENTS

Students registered for 6 credits are required to complete 240 contact hours (average 16 hours/week) and students registered for 3 credits are required to complete 120 contact hours (average 8 hours/week). Interns are required to intern for **at least 13 weeks**, which may include university and/or federal holidays. You should start the internship in the first week of classes and should end around the last week of classes. If you need to obtain more hours after that, you can intern until two days before the grades for the semester are due (please contact the internship coordinator if you need to obtain more hours after grades are due). For a final grade to be submitted, interns must complete **at least 90%** of their internship hours (216 contact hours for students enrolled in 6 credits and 108 contact hours for students enrolled in 3 credits). Interns who fail to complete their total required hours but have achieved at least 90% will lose two points for each percentage they fall short of their required number of internship hours. This means if you only complete 90% of your hours, you will lose 20 points from your final grade.

TRAINING/ORIENTATION HOURS

Once your placement has been confirmed, you are allowed to obtain **up to 10 hours** of training/orientation hours, which will count towards your total internship hours. These hours are **ONLY** meant to prepare and/or familiarize you with the agency. Please let the instructor know if your agency has a formal training process that is more than 10 hours as you may be able to receive more hours towards your total. **NOTE:** Because you are not covered under liability insurance, you are **NOT** allowed to work with clients before the start of classes.

LIABILITY INSURANCE

A student fee of \$7.50 will be added to your student accounts upon registering for the course and you will be added to the liability insurance policy. This fee will only be charged one time per semester regardless of the number of identified courses that you may register. The fee may be waived if you already have liability insurance that satisfies the requirements of the policy. Please provide proof of coverage to the Office of Institutional Risk Managements for your account to be reimbursed for the fee.

STUDENT LEARNING OUTCOMES (SLO)

During the internship experience, you will be able to:

1. Assess and reflect on professional goals and strategies to achieve these goals.
2. Assess and reflect on professional competences and develop steps to gain these competences under educational supervision.
3. Reflect on your role in serving the agency and community.
4. Identify and address the needs of a community organization and its clients.
5. Integrate knowledge and skills from the classroom to professional practice.
6. Evaluate your impact on the agency and community as a pre-professional.
7. Evaluate the impact of the internship experience in your personal and professional development.

ASSIGNMENTS FOR ACHIEVING SLOs

There are **five** groups of assignments: **1. Legal & Organizational Items**, **2. Weekly Time Record**, **3. Seminar Assignments**, **4. Evaluations (completed by interns and site supervisor)**, and **5. Final Reflection Paper**. Each of these items are described below. **NOTE:** Requirements for some assignments are different for students registered for 3 semester hours (sh); this information is provided in *italics*.

1. Legal & Organizational Items

Students should complete three required items at the beginning of the semester: (A) HIPAA form, (B) Weekly Schedule Sheet, and (C) Learning Contract. These items should be submitted by the due date for you to be able to continue the internship. Late submission will **NOT** be accepted. These assignments are described below.

(A) HIPAA: This form covers the importance of confidentiality at your agency (Appendix B). While this form focuses on the privacy of client health information, it still needs to be signed by each student. Please note that some site supervisors may require for you to sign their own HIPAA form as well. *Students splitting credits (registered for 3 semester hours) will submit the HIPAA form both semesters.*

(B) Weekly Schedule Sheet: You are required to submit a weekly schedule sheet (Appendix C) at the beginning of the semester, including the days/hours you are planning to complete your internship. This will help you planning for completing the hours required for the internship and it will be used by the internship coordinator to schedule site visits when needed. Please, make sure to inform the internship coordinator of any long-term changes in your schedule as soon as possible. *Students splitting credits (registered for 3 semester hours) will submit the schedule sheet both semesters.*

(C) Learning Contract (SLO 1 & 2): Each student will complete a Learning Contract (Appendix D) so that all parties understand their roles and responsibilities during the internship. The Learning Contract is composed by Contact Information, Responsibilities, Learning Objectives, and Agreement page, which should be signed by all parties. For an internship to have academic learning, it is important to think about what you are trying to achieve during this experience; in collaboration with your site supervisor, you will develop learning objectives as part of your Learning Contract. You **must** submit the contract in a timely manner to be able to continue obtaining internship hours. *Students splitting credits (registered for 3 semester hours) should complete two learning objectives in the first semester, and two learning objectives in the second semester.*

2. Time Record

You are required to record the time spent at your internship weekly and submit it via Canvas. Some agencies have a method in place to record your hours. If so, you may use the agency's form. If your agency does not provide a way to record your hours, then you can utilize the form that is provided at the Appendix E. You can make copies for the number of pages that you need. Be sure to have your site supervisor initial your hours weekly, which limits disputes at the end of the semester about hours attained. Hours completed for training before the start of the semester should be entered in the Time Record: Week 1. *Students splitting credits (registered for 3 semester hours) will submit the Time Record Sheet both semesters.*

3. Seminar Assignments

You will complete several assignments during class which will then be submitted on Canvas. These assignments are meant to contribute to your Final Reflection Paper; thus, you will work on the several components of your Final Reflection throughout the semester. There are five Seminar Assignments: (A) Service-Learning Project (SLP), (B) Theories & Concepts in HDFS, (C) Learning Objectives Assessment, (D) Service-Learning Project Assessment, and (E) Internship Presentation. Each of these assignments are described below.

(A) Service-Learning Project (SLO 3 & 4): This course is a service-learning internship. The purpose of the SLP is to incorporate academic work with your relevant service through critical reflection of your experiences. Students should think about how to serve the agency considering the agency and clients' needs; for that, students will complete a SLP proposal to be carried on during your internship. Your SLP should take around 10-15 hours (for students completing 6 credits) or 5-10 hours (for students completing 3 credits) to be completed (this is included in your total internship hours). *Students splitting credits (registered for 3 semester hours) will complete a SLP both semesters (it can be the same or a different project).* Below are examples of ways that previous interns have served their community:

- Created an informational booklet for pregnant teens at the YWCA
- Developed a book on behavioral intervention techniques for individuals with PTSD
- Developed a database of local agencies
- Organized closet for mothers in need of baby items

- Developed informational booklet for volunteers

(B) Theories & Concepts in HDFS (SLO 5): One of the goals of the internship is to integrate knowledge in Human Development and Family Studies to professional practices. For this assignment, you will either (a) choose two scientific articles relevant for the services provided by your internship agency and reflect on how and why the knowledge gained can be linked to professional practices, or (b) go back to class materials for courses you took in HDFS and pick two concepts and/or theories and reflect on how and why the concepts/theories can be linked to professional practices. You will post a reflection on Canvas. *Students splitting credits (registered for 3 semester hours) will read and reflect about one article/concept/theory in the first half and one in the second half.*

(C) Learning Objectives Assessment (SLO 1 & 2): The purpose of this assignment is to evaluate and think back about the Learning Objectives completed as part of the Learning Contract at the beginning of the semester. This is an opportunity to reflect on your progress in achieving your Learning Objectives, how it has contributed to your professional development so far, adjust your objectives (if needed), and identify additional support needed (if any). This assignment will be completed after the Mid-Term evaluation and can incorporate your impressions and reflections from the meeting with your site supervisor. *Students splitting credits (registered for 3 semester hours) will complete the Assessment about two Learning Objectives in the first half and two in the second half.*

(D) Service-Learning Project Assessment (SLO 3 & 4): The purpose of this assignment is to evaluate and reflect on your progress in completing the Service-Learning Project, and to help identify what, if any additional support is needed. *Students splitting credits (registered for 3 semester hours) will complete the Assessment both semesters.*

(E) Internship Presentation (SLO 3, 6, & 7): You will present your internship experience to your classmates. You can choose to present about your SLP or some other aspect of your internship. *Students splitting credits (registered for 3 semester hours) are only required to complete the presentation in the second half (they are not required to participate in presentations for the first half of the credits).*

4. Evaluations

There are a total of three evaluations in this course, (A) one completed by the student and site supervisor around the midpoint of the semester (Mid-Term Evaluation), (B) one completed by the intern at the end of the semester (Agency Evaluation), and (C) one completed by the site supervisor at the end of the semester (Final Evaluation). *Students splitting credits (registered for 3 semester hours) will complete evaluations both semesters.*

(A) Mid-term Evaluation (completed by intern & site supervisor; SLO 1, 2, & 6): The first formal evaluation of your performance will be done around the midpoint of the semester. After meeting with your site supervisor to discuss your progress through the internship, you and your supervisor will complete a mid-term evaluation to be submitted separately (the evaluation forms are confidential). See Appendix F for student instructions. A mid-term evaluation from you and your site supervisor is required for you to pass this course.

(B) Agency Evaluation (completed by intern; SLO 6): Interns will complete the Agency Evaluations at the end of the semester. This evaluation assesses the intern's experience at the agency and will be completed online. This evaluation is confidential.

(C) Final Evaluation (completed by site supervisor; SLO 6): Your site supervisor will complete a final evaluation by the end of the semester. The internship coordinator requests the site supervisor to submit a report evaluating your performance during the internship. This is a confidential evaluation that will be sent directly to the internship coordinator. The formal feedback from your site supervisor provides a way to receive information on your progress throughout the internship. A final evaluation is required for you to pass this course.

NOTE: Students will also complete two **non-graded** evaluations – (a) Course Evaluation: This evaluation assesses the class structure and the instructor, which will be administrated online through the university. (b) Service-Learning Evaluation: This evaluation helps to understand and enhance service-learning courses at UNCG, which is administered online through the Office of Leadership and Service-Learning Office.

5. Final Reflection Paper

The Final Reflection Paper should be submitted in one single document using headings for each of the sections below. The paper should be written using a 12-point font and should be double spaced. Include all references consulted at the end of the paper according to the APA norms (7th Edition). Your final reflection paper will be composed of the following items: (A) Introduction Page, (B) Learning Objectives Reflection, (C) Service-Learning Project Reflection, (D) Theories & Concepts Reflection, and (E) Self-Reflection. Guidelines for each of these items are described below.

(A) Introduction Page (SLO 2): This page should include Intern's First and Last name, Agency name(s), Agency(s) mission statement and how it is met, and Intern's Responsibilities (list and describe roles and responsibilities – include only tasks that have been completed).

(B) Learning Objectives Reflection (SLO 1, 2, 6, & 7): In this section, you will reflect on the Learning Objectives developed at the beginning of the semester. Students registered for 6 credits are required to write TWO Learning Objective reflections. *Students splitting credits (registered for 3 semester hours) will write about ONE Learning Objective reflection in each semester.* You may select any Learning Objective you wish to consider. Each Learning Objective reflection should have 1-2 pages (total 2-4 pages for students enrolled in 6 credits). For each Learning Objective, the reflection should include:

- Description of the Learning Objective(s): Describe your learning objective and put it into context by explaining background information. You should also explain why the Learning Objective was selected for the final paper and how it relates to your professional goals and development.
- Description of the strategies used to achieve the Learning Objective(s): Include specific ways, steps that you satisfied each objective. Additionally, include specific examples with details on how it was achieved.
- Evaluation of the Learning Objective(s): Evaluate what you learned during the internship experience by achieving the Learning Objective. Reflect on how achieving the Learning Objective contributed to your professional development. Provide specific examples and details to illustrate what you learned.

(C) Service-Learning Project (SLP) Reflection (SLO 3, 6, & 7): In this section, you will reflect on the SLP by discussing what you completed and its impact on the agency. For students enrolled in 6 credits, the reflection should have 1-2-pages. *Students splitting credits (registered for 3 semester hours) will complete a half to 1-page reflection in each semester.* The reflection should include:

- Description of the service-learning project
- Explanation of why this service-learning project was selected
- Description of the strategies and steps used to complete the project
- Explanation of how the service-learning project impacted the agency and/or community
- Include an artifact (e.g., pamphlet developed) of the service-learning project (if applicable)
- Include a description of the artifact (if applicable)

(D) Theories & Concepts Reflection (SLO 5): In this section, you will write a 1-2-pages reflection either on how the concepts and/or theories you learned throughout your courses in Human Development contributed to your practices during the internship or on how the paper(s) you read for the Seminar Assignments contributed to your practices during the internship. *Students splitting credits (registered for 3 semester hours) will complete a half to 1-page reflection in each semester.*

(E) Self-Reflection (SLO 6 & 7): This is a 2-3 pages reflection about your internship experiences. *Students splitting credits (registered for 3 semester hours) will complete a 1-2 reflection pages in each semester.* The following information should be included in your reflection:

- Self-Evaluation: Explain your academic and career goals based on your internship experience. Think about what your goals were in selecting this internship. Explain how your goals have been impacted by your internship experience (e.g., have they changed or are they the same? Be sure to explain why for either way). Provide specific examples of this impact.
- Self-Knowledge: Explain what you learned about yourself based on your internship experience. This section should focus on your personal and professional growth throughout the internship experience (things you learned, enjoyed, wish have done, wish have known, etc.). Explain how your behavior, thinking, and or attitude changed based on your internship experience. Provide specific examples.
- Reflection about diversity: This section should include a reflection about how the internship experience impacted the way you think about diversity and dealing with people from different backgrounds. You

should include in your reflection the ways in which you believe the internship impacted your behavior, thinking, and or attitude towards your own background and others' (co-workers, clients) backgrounds.

POLICY ON LATE WORK

A 5% grade deduction per day will be automatically applied to late submissions on Canvas (except for Legal & Organizational Documents and Evaluations). **Late submissions cannot surpass 7 days**; after that, assignments will be locked, and you will receive 0 for the assignment.

GRADING

Final grades will be computed based on the following point system and assigned letter grades using conversions that make it equivalent to a traditional 100-point grading scale.

Grade Distribution and Due Dates

	3 SH (1st)	3 SH (2nd)	6 SH	DUE ON
1. Legal & Organizational Items (15 points)				
HIPAA	3 points	3 points	3 points	Aug. 17
Weekly Schedule Sheet	2 points	2 points	2 points	Aug. 28
Learning Contract	10 points	10 points	10 points	Aug. 28
2. Time Record (1 point each; 15 points total)				
	15 points	15 points	15 points	Weekly
3. Seminar Assignments (25-35 points)				
Service-Learning Project (SLP)	10 points	10 points	10 points	Sep. 18
Theories & Concepts In HDFS	10 points	10 points	10 points	Oct. 02
Learning Objectives Assessment	2.5 points	2.5 points	2.5 points	Oct. 16
Service-Learning Project Assessment	2.5 points	2.5 points	2.5 points	Oct. 30
Internship Presentation	–	10 points	10 points	Nov. 9 & 16
4. Evaluations (20 points)				
Mid-term Evaluation (intern)	5 points	5 points	5 points	Oct. 04
Mid-term Evaluation (site supervisor)	5 points	5 points	5 points	Oct. 14
Agency Evaluation (intern)	5 points	5 points	5 points	Dec. 01
Final Evaluation (site supervisor)	5 points	5 points	5 points	Dec. 01
5. Final Reflection Paper (15 points)				
	15 points	15 points	15 points	Nov. 30
TOTAL	90*	100	100	

Notes. *Grades for students completing the first half of the 3 semester hours (SH) required will be converted to a 100-point grading scale.

Grading Scale:

Letter Grade	% Points accumulated
A	≥ 93.0
A-	90.0-92.9
B+	87.0-89.9
B	83.0-86.9
B-	80.0-82.9
C+	77.0-79.9
C	73.0-76.9
C-	70.0-72.9
D+	67.0-69.9
D	63.0-66.9
D-	60.0-62.9
F	<60.0

ACADEMIC INTEGRITY

It is your responsibility to read the [Academic Integrity Policy](#), available in the UNCG Student Calendar/Handbook, and to abide by its requirements on all evaluations and course requirements. If you have any questions, discuss this policy with the instructor. These issues are taken seriously in this class as in all HDFS classes.

Academic dishonesty includes, but is not limited to, fabricating information or citations, facilitating the academic dishonesty of others, and submitting the work of another person as your own (plagiarism). All of the following are included in the definition of plagiarism: (a) representing the ideas of another as one's own, (b) representing as one's own a paper written by another person, or (c) **including within a paper sentences or phrases used verbatim from another source without enclosing the quoted words within quotation marks and indicating the source and page number of the quotes**. Plagiarism is a clear violation of the UNCG Academic Honor Policy.

All graded assignments should be completed **individually**. The one exception to this is that you are encouraged to work with UNCG Writing Center Consultants to improve the phrasing of their written assignments.

DIVERSITY AND INCLUSION IN THE CLASSROOM

The HDFS department embraces equity, diversity, and inclusion (EDI) as its core values, and is committed to ensuring a climate that promotes awareness of and knowledge about EDI. The HDFS department aims at creating a safe environment for people from all races, colors, religions, sex, sexual orientations, gender identities, national origins, political affiliations, genetic information, veteran status, disabling conditions, or age. As your instructor, I am committed to creating a productive and non-discriminatory learning environment of mutual respect. This class will follow principles of inclusion, respect, tolerance, and acceptance that support the values of diversity.

ACCOMMODATIONS

UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Office of Accessibility Resources and Services (OARS) in 215 Elliott University Center, 334-5440, oars.uncg.edu.

DOCUMENTED DISABILITIES

Students with disabilities documented through the UNCG Office of Accessibility Resources and Services who need to discuss academic accommodations should contact me as soon as possible to make necessary arrangements.

TECHNICAL SUPPORT

Students with technical issues with the course and email should contact 6-TECH for support either by email or phone or chat ([6TECH Help](#)). Please also make your instructor aware of the issue and if there will be any delays in resolving the issue.

ELASTICITY STATEMENT

It is my intention that this syllabus and course calendar will be followed as outlined; however, as the need arises, there may be adjustments to the syllabus and calendar. In such cases, I will notify the students on Canvas and via email with an updated syllabus and calendar within a reasonable timeframe to allow students to adjust as needed.

Special Notes

Remember that you are representing HDF & UNCG in working with your agency. Therefore, it is important to provide high quality service in everything that you do!

Remember to send **thank you letter(s)** to your site supervisor!

APPENDIX A
HDF 499-01: SUPERVISED PROFESSIONAL EXPERIENCE
Calendar – FALL 2021

WEEK	TOPICS	FOR WHOM	M	T	W	R	F	S	Su
1	Introduction: Legal Items	Everyone	16 Aug	17 Aug HIPAA Form	18 Aug	19 Aug	20 Aug	21 Aug	22 Aug Time Record 1
2	Introduction: Organizational Items (LO; Ch. 3)	Everyone	23 Aug	24 Aug	25 Aug	26 Aug	27 Aug	28 Aug Weekly Schedule Sheet & Learning Contract	29 Aug Time Record 2
3	Engaged Learning: Strategies for remaining engaged (Ch. 6)	Not required for students in 2 nd half of 3 credits	30 Aug	31 Aug	01 Sep	02 Sep	03 Sep	04 Sep	05 Sep Time Record 3
4	Engaged Learning: Strengths and Challenges (Ch. 8)	Not required for students in 2 nd half of 3 credits	06 Sep Labor Day	07 Sep	08 Sep	09 Sep	10 Sep	11 Sep	12 Sep Time Record 4
5	Engaged Learning: Service-Learning Project (SLP)	Everyone	13 Sep	14 Sep	15 Sep	16 Sep	17 Sep	18 Sep Learning- Service Project (SLP)	19 Sep Time Record 5
6	Engaged Learning: Widening the Context (Ch. 9)	Not required for students in 2 nd half of 3 credits	20 Sep	21 Sep	22 Sep	23 Sep	24 Sep	25 Sep	26 Sep Time Record 6
7	Knowledge & Practices: Theories & Concepts in HDFS	Everyone	27 Sep	28 Sep	29 Sep	30 Sep	01 Oct	02 Oct Theories & Concepts in HDFS	03 Oct Time Record 7
8	Assessments & Competency: Mid-Term Evaluation	Everyone	04 Oct Mid-Term Evaluation (intern)	05 Oct	06 Oct	07 Oct	08 Oct Time Record 8	09 Oct Fall Break	10 Oct Fall Break

9	Assessments & Competency: Learning Objective Assessment	Everyone	11 Oct Fall Break	12 Oct Fall Break	13 Oct	14 Oct Mid-Term Evaluation (site supervisor)	15 Oct	16 Oct Learning Objective Assessment	17 Oct Time Record 9
10	Assessments & Competency: The competence stage (Ch. 10)	Everyone	18 Oct	19 Oct	20 Oct	21 Oct	22 Oct	23 Oct	24 Oct Time Record 10
11	Assessments & Competency: SLP Assessment	Everyone	25 Oct	26 Oct	27 Oct	28 Oct	29 Oct	30 Oct SLP Assessment	31 Oct Time Record 11
12	Closure: The culmination stage (Ch. 12)	Not required for students in 1 st half of 3 credits	01 Nov	02 Nov	03 Nov	04 Nov	05 Nov	06 Nov	07 Nov Time Record 12
13	Closure: Internship Presentation	Not required for students in 1 st half of 3 credits	08 Nov	09 Nov Presentation	10 Nov	11 Nov	12 Nov	13 Nov	14 Nov Time Record 13
14	Closure: Internship presentation	Not required for students in 1 st half of 3 credits	15 Nov	16 Nov Presentation	17 Nov	18 Nov	19 Nov	20 Nov	21 Nov Time Record 14
15	Closure: Final project orientation (OPTIONAL)	Everyone	22 Nov	23 Nov	24 Nov	25 Nov Thanksgiving	26 Nov	27 Nov	28 Nov
16	Closure: Final project orientation (OPTIONAL)	Everyone	29 Nov Time Record 15	30 Nov Final Reflection Paper	01 Dec Agency & Final Evaluation	02 Dec Reading Day	03 Dec	04 Dec	05 Dec
17	Final Exams Week	–	06 Dec	07 Dec	08 Dec	09 Dec	10 Dec	11 Dec	12 Dec

APPENDIX B
HIPAA Information

The HIPAA form can be found on Canvas. Please, read carefully and sign the next page.

Where can I find further HIPAA information?

HIPAA Compliance policy: <http://policy.uncg.edu/hipaa/>

UNCG Office of the Provost for more information on HIPAA policies at UNCG:

<http://provost.uncg.edu/publications/general/hipaa.aspx>

Protecting Personal Health Information in Research: Understanding the HIPAA Privacy Rule from the

DHHS website: http://privacyruleandresearch.nih.gov/pdf/HIPAA_Booklet_4-14-2003.pdf

http://privacyruleandresearch.nih.gov/pdf/IRB_Factsheet.pdf

PLEASE SIGN THE ATTACHED FORM AND RETURN IT TO YOUR INTERNSHIP COORDINATOR PRIOR TO BEGINNING WORK AT YOUR INTERNSHIP SITE.

Health Insurance Portability and Accountability Act (HIPAA)

Student Agreement of Understanding

School of Human Environmental Sciences
University of North Carolina at Greensboro

I, _____, have read, understand, and agree to follow the
(Print name of student)*
standards set forth in this document concerning client/patient Personally Identifiable Health Information (PHI) as required in the Health Insurance Portability and Accountability Act (HIPAA) of 1996. I have read and understand that noncompliance may result in disciplinary actions being taken by my internship coordinator, the University and/or by the Government of the United States.

Signature of Student

Date signed

Signature of Internship Coordinator

Date signed

*** Signature of student under 18 years of age must be accompanied by signature of Parent or Legal Guardian.**

APPENDIX C
Weekly Schedule Sheet
Department of Human Development and Family Studies
Health & Human Sciences
University of North Carolina at Greensboro

Name _____ Semester _____

DIRECTIONS TO INTERNSHIP SITE

Agency:	Site Supervisor:
Phone:	E-mail:
Address:	

WEEKLY SCHEDULE
 (Internship, Class, Work)

TIME	M	T	W	T	F	S	Su
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							
12 AM							
1 AM							
2 AM							
3 AM							
4 AM							
5 AM							

APPENDIX D
Department of Human Development and Family Studies
Health & Human Sciences
University of North Carolina at Greensboro

LEARNING CONTRACT

PART I: CONTACT INFORMATION

A. Intern's contact information

Name: _____ Phone: _____

E-mail: _____

B. Emergency contact information

Name: _____ Phone: _____

E-mail: _____

C. Site Supervisor's contact information

Name: _____ Agency: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

E-mail: _____

D. Internship Director's contact information

Mailing Address

Dr. Elisa A. Merçon-Vargas
248 Stone Building – Department of HDFHS
The University of North Carolina at Greensboro
P.O. Box 26170
Greensboro, NC 27402-6170

E-mail Address

eavargas@uncg.edu

Contact Number

Phone: To be updated

PART II: RESPONSIBILITIES

Student intern shall:

1. Work _____ contact hours from _____ (month), _____ (day), _____ (year) to _____ (month), _____ (day), _____ (year), for _____ semester hours.
2. Plan and implement the experience as assigned in a manner consistent with the Agency's policy.
3. Establish objectives and develop a work schedule for the experience in conjunction with appropriate Agency and the HDFS Coordinator of Internship Program and provide to each a written statement of objectives.
4. Perform responsibilities in a professional manner. Maintain confidentiality of client information and Agency records. Comply with all applicable Agency policies, operational procedures and dress code. Give prior notice of necessary absence to appropriate Facility and University personnel.
5. Schedule periodic supervisory contacts with Coordinator of HDFS Internship Program to evaluate progress in meeting learning objectives.
6. Participate in all individual or group meetings associated with learning activity.
7. Complete Agency internship assignments, keep a record of hours worked, attend group meetings of interns and participate in discussions, and complete a final project to document internship experiences, tasks, and responsibilities.
8. Provide personal transportation to and from the Agency.
9. Obtain and maintain any required professional personal liability and/or health insurance.

Internship Director shall:

1. Mail University Instructional Agreement (if needed) to the appropriate agency.
2. Mail mid-term and final evaluations to the site supervisors.
3. Conduct site visits to agency and/or conferences, as appropriate.
4. Be a liaison between the university, department, agency and student intern.
5. Maintain all documentations required by the department.
6. Determine the appropriate grade for the student intern based on course requirements.

Site supervisor shall (as noted from the University Instructional Agreement):

1. Provide opportunities for student observation and/or participation on Agency premises.
2. Participate in planning and evaluation sessions with students and, where appropriate, with UNCG faculty.
3. Provide on-site supervision and guidance to learning activity.
4. Provide timely mid-term and final evaluation of student performance in the manner specified by UNCG.
5. Notify Faculty Liaison of unsatisfactory performance or misconduct of student and provide documentation of any charge to Faculty Liaison. If a student fails to comply with Agency's policies and procedures, Agency may immediately suspend or terminate that student from further participation in the program on its premises. UNCG will schedule a hearing on the charges and Agency agrees to cooperate in providing necessary evidence at that hearing. If the charges are dismissed as a result of that hearing, Agency agrees to make a good faith reconsideration of its suspension or termination decision. However, Agency's decision after reconsideration will be final.

PART III: LEARNING OBJECTIVES (LO)

Instructions: Students enrolled in 6 credits must complete at least four Learning Objectives. Students enrolled in 3 credits must complete at least two Learning Objectives.

Goals What do you intend to learn through this experience?	Strategies (Action Plan) How will your learning objectives be met? Be specific. Use concrete, measurable terms.
LO 1:	
LO 2:	
LO 3:	
LO 4:	
LO 5:	
LO 6:	
LO 7:	
LO 8:	
LO 9:	
LO 10:	

PART IV: AGREEMENT

This contract may be terminated or amended by student, internship coordinator or site supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Signature of Student

Date signed

Signature of Site Supervisor

Date signed

Signature of Internship Coordinator

Date signed

NOTE: Please make a copy of this Learning Contract for your records.

APPENDIX E
Time Record Sheet
Department of Human Development and Family Studies
Health & Human Sciences
University of North Carolina at Greensboro

Name _____ Semester _____

Agency _____ Site Supervisor _____

INTERNSHIP TIME RECORD

DATE	HOURS	CUMMULATIVE HOURS	ACTIVITIES PERFORMED	INITIALS
TOTAL			PAGE _____	

APPENDIX F
Mid-term Evaluation: Student Instructions
Department of Human Development and Family Studies
Health & Human Sciences
University of North Carolina at Greensboro

The purpose of this evaluation is to assess your experiences and to discuss your progress with your site supervisor. To be prepared for this meeting, please follow the instructions below.

INSTRUCTIONS

Step 1: Schedule One-on-One Evaluation Meeting

Schedule a meeting with your site supervisor. This meeting should be scheduled in advanced so that you can be prepared for it.

Step 2: Intern Self-Evaluation

Answer the questions below, on your own, in a thoughtful manner prior to your scheduled meeting. Your answers will be submitted on Canvas.

1. Describe what you consider your major accomplishments for your internship at this point.
2. If you could have done one thing better in your work performance, what would it be and what changes would you have made?
3. What is taking more time, or is not working as you anticipated?
4. Identify and explain the learning objectives you have satisfied so far.
5. What learning objectives do you need help in satisfying?
6. Are there any other events that you would like to experience before the end of your internship?
7. How has the internship experience contributed to your personal and professional development so far?
8. Calculate your hours and include the number of hours that you have earned so far. Based on your calculations, are there any concerns about your hours? If so, discuss this concern with your site supervisor.
9. Please comment on anything your supervisor can do to support you for the remainder of your internship.
10. [For my eyes only...this will NOT be discussed with your site supervisor without your approval]
Do you have any concerns or issues about your placement that you would like to address?

Step 3: Submission of Self-Evaluation

We will discuss your answers after you submit it to Canvas. After getting feedback, you will update your answers in Step 2 to be prepared for Step. 4.

Step 4: One-on-One meeting with your Site Supervisor(s)

During the meeting, you and your site supervisor will discuss your progress thus far in the internship. Please be sure to bring your typed answers from Step 2, Learning Contract, and Record Hours so that you can review all of these areas. Your site supervisor has a form to complete, which will be submitted to me after your meeting.