**APPLICATION for INTERNSHIP**

**East Central University**

**DEPARTMENT OF PROFESSIONAL PROGRAMS IN HUMAN SERVICES**

**Human Services Concentrations**

This application is to be completed by each prospective intern in the Department of Professional Programs in Human Services/Human Services concentrations. The “requirements for internship” is attached to this application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |       |  | ECU ID#: |        |
| **Permanent** **Mailing Address:** |       |  | Home Phone: | (     )       |
| **City, State, Zip:** |       |  |
| **ECU Email (only):** |       |  | Cell Phone: | (     )       |
|  |  |  |  |  |
| Projected Semester for Internship (check one): | [ ]  Fall | [ ]  Spring | [ ]  Summer | Year  |       |  |  |
|  |  |  |
| Internship option (please see page 3)  |  |  |
|  |
| Area of Concentration (check one): [ ]  Counseling [ ]  Rehabilitation |
|  |  |  |
| *Who* is your **Major Advisor?** |       |  |
|  |
| *What* is your Minor program? |       |  |
|  |
| Will all degree requirements be completed at the end of this semester? [ ]  YES [ ]  NO |
|  |
| Is a copy of the current progress report from Colleague Self-Service attached? [ ]  YES [ ]  NO (Required) |
|  |
| Are you planning to attend Graduate School? [ ]  YES [ ]  NO |
|  |  |
| If yes, what date do you plan to begin Graduate School?  |       |
|  |
| Please list three (3) possible internship sites you are interested in. (This is a NOT a guarantee of placement). |
| Type of experience desired: |  |       |
| 1. |       |  | Location  |       |
| 2.  |       |  | Location |       |
| 3.  |       |  | Location |       |
|  |   |  |  |  |
|  |
| Student’s Signature |       |  | Date |       |
|  |  |  |  |  |
| **FOR DEPARTMENT USE ONLY** |
| Date Application Received: |  |  | Internship Option |  |
| GPA |  |  | Internship Committee Approval Date |  |
| Intern Coordinator’s Signature |  |  | Advisor’s Signature |  |

**REQUIREMENTS FOR INTERNSHIP**

The following requirements and policy statements apply to all students wishing to participate in internship activities:

**DUE DATES**

The student must file a timely application for internship. Due dates will be announced by the HSC Program.

Application deadlines are as follows:

1. Summer Internship – application must be filed the preceding Spring semester.
2. Fall Internship – application must be filed the preceding Spring semester.
3. Spring Internship – application must be filed the preceding Fall semester.

**ELIGIBILITY**

* The student must have senior level standing.
* The student applying for internship must have an overall retention grade point average of no less than 2.5, with at least a 2.0 in all other areas.
* Completion of all required core and concentration courses.
* Student must have applied for admission and been accepted to the Program
* Recommendation for internship will be based on the student's maturity, demonstrated judgment, interpersonal behavior, skills level, and have demonstrated high academic integrity.
* The applicant’s advisor will discuss any issues, with the appropriate concentration faculty, to resolve difficulties that the applicant may have prior to presenting the application to the committee for approval.
* The appropriate advisor will determine if an internship site is appropriate for the student and make a final determination.

 **Student's Rights of Appeal**

When a Department of Professional Programs in Human Services major files an application for internship, that application is acted upon by the faculty of the student's concentration. The application is approved or denied based on requirements set forth in this document. The student will be notified by the appropriate personnel of the Department (in writing) as to the decision. If the student feels that the recommendations are adverse or otherwise do not represent the student's interests, then the applying student may wish to evoke the following appeals process:

* The student who feels that he/she has received an adverse decision on his/her application for internship should first file a petition with the Chair of the Department within ten (10) days following notification of the decision. This petition should set forth the reasons why he/she feels the faculty's decision was erroneous.
* If, after an appeal by the dissatisfied student, the Department sustains its initial decision, the student has further rights of appeals through the process set forth by the University.

The Department of Professional Programs in Human Services faculty will assist the student insofar as possible in assuring that the student's rights are preserved.

**No requirement in this document may be waived without the unanimous consent of the faculty (including the Department Chair) of the Department of Professional Programs in Human Services.**

**FLOW CHART OF PROCESS**

1. Student completes Internship Application
2. Applications are submitted to advisor
3. Advisor reviews application to ensure they meet all requirements for internship
4. Student is notified via ECU email of committee’s decision
5. Student completes mandatory Orientation module
6. Student works with advisor in determining internship placement
7. Student purchases access to Tevera program prior to beginning internship semester (no textbook is required for internship, only the Tevera program)
8. Student begins internship and completes remaining forms in Tevera
9. Student completes Exit Exam during internship semester
10. Student completes all remaining internship requirements (hours, time logs, evaluation forms, site visits)

**INTERNSHIP OPTIONS**

 **Option I – Full Time Internship**

 12 credit hours for one semester

This option requires full time student enrollment for one semester. The student will be located at the internship site on a full-time basis.

**Option II – Part-Time Internship**

6 credit hours for one semester

This option requires the student to enroll in 6 hours for one semester. The student will be located at the internship site on a part-time basis. The student would need to enroll in additional coursework hours to maintain full time status if desired.

**Option III - Extended Internship**

Part Time Internship (6 credit hours) for two semesters

This option allows a student intern to equally divide the internship activities between two semesters. **Departmental approval is required**.

**Option IV – Work Experience Exemption**

Students having suitable work experience in the human service area may petition the Department for exemption from internship. Students not participating in internship activities will enroll in an equivalent number of credit hours of approved coursework in lieu thereof. The coursework approved cannot be course work previously taken by the student and must be upper level courses. Student must provide documentation of experience. **Departmental approval is required**.

**Student Readiness**

A student entering internship must give evidence that he/she is properly motivated at the time of his/her assignment and that his/her personal and family situation is stable and unencumbered so as to assure successful completion of this important phase of his professional education.

**I have read and fully understand the above information concerning policies and procedures for the internship program.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |       |  | Date |       |  |