DEPARTMENT OF HUMAN DEVELOPMENT MASTERS OF HUMAN RIGHTS

College of Community and Public Affairs

MSHR 520 Internship Cover Sheet

Date_____ BU#_____

Name (Please Print)_____

Student Signature_____

Phone_____ Email_____

Semester/year: Fall 20_____ Spring 20_____ Summer 20_____

Number of Credits (if Applicable): _____

Location of Internship_____

Internship Supervisor:

I agree to act as supervisor for the duration of the proposed internship. If I am unable to complete the supervision, I will find a replacement with the agreement of all involved.

Internship Supervisor (Please Print)_____

Internship Supervisor Signature_____

Business Card

Of

Internship Supervisor/Site

Program Director_____

DEPARTMENT OF HUMAN DEVELOPMENT MASTERS OF HUMAN RIGHTS

College of Community and Public Affairs

Guidelines for MSHR 520

Definition of an Internship

An internship, at the graduate level, is an opportunity for the graduate student to gain experience in the field of interest to them, become acquainted with the workplace culture of the internship site, make meaningful connections with future partners and learn the professionalism of their chosen field. Internships are an invaluable experience in which to fine tune and deepen the practical aspects of the concepts and theories learned in the graduate program.

Eligibility

To qualify for MSHR 520, **all** of the following must be met:

1. The student must be matriculated in CCPA, MSHR program.
2. The internship must be related to the educational goals of the student **and** the student should have sufficient background to undertake the internship and learn from the experience.
3. The internship site may **not** be owned in whole or in part by the student's parents or relatives.
4. The internship must be performed at an organization **approved by the Department**.

Policies and Procedures

1. The student must secure the internship independently through connections in the community, the proseminar or through faculty assistance. Once the internship has been agreed to, the student must submit a **completed Internship Cover Sheet with business card and internship proposal** to the Community Liaison for approval.
2. It is suggested that the student begin the process of finding an internship in for MSHR 520 in the beginning of the Fall semester. The student should have an idea of their area of interest, and begin the search within the first 3 weeks of the Fall semester.
3. Students **must submit all paperwork** to the Community Liaison.
4. Students will be registered for MSHR 520 only after all necessary paperwork has been submitted and approved by the department.
5. Students must attend all class periods and complete all assigned academic components.
6. Students must complete 120 hours at the internship site.

Advance Preparation Essential

Some sites, such as schools and many human service agencies may require time sensitive clearances for interns, even after having accepted the student as an intern. Their internship application procedures can include background checks, references and immunizations. Please check with the Community Liaison and the Site Supervisor on specific policies and obtain the clearances before submitting your coversheet and proposal.

Community Liaison

The Community Liaison monitors the mid-semester and final MSHR 520 site evaluations and initiates contact with the Site Supervisor on an "as needed basis" to ensure that the proposal is implemented properly and the experience is satisfactory for all parties.

Site Supervisor

1. The Site Supervisor is the person who will serve as the direct supervisor of the student during MSHR 520.
2. The Site Supervisor is responsible for providing a mid-semester evaluation and final evaluation of the student's activities.

3. The Site Supervisor signs verification of hours to indicate satisfactory completion of MSHR 520.

The Proposal

The MSHR 520 cover sheet must be accompanied by a typed, full page proposal detailing the following:

1. What are the learning objectives of the internship specific to the student's educational goals statement and plan of study?
2. What is the student's academic/experiential preparation for undertaking the practicum?
3. What activities/project will be undertaken during this practicum and how will they be supervised? Please give as thorough a description as possible.
4. How will the project/activities include and promote community engagement?