

Guidelines for Family Services Internship Program

FCST 400/409

An internship in Family and Child Studies is a wonderful way to create contacts and network in the field while gaining skills necessary for the work environment. Often internships can lead to permanent job placement after graduation.

General Job Description:

FCST interns should look for an opportunity to work in a professional setting in a community organization, agency, or a service organization in the field of Family and Child Services, or Aging/Gerontology.

The purpose of this internship is to provide supervised practical experience in the working world as a part of your professional education. Experiences might include working with children, adolescents, teens, young adults, families, aging populations programs in a variety of settings. For the minimum 8 credits required, **students must complete 400 hours over the course of the semester.** Students may complete up to 12 credits (600 hours).

As a Family and Child Studies (FCST) major, you are responsible for finding and establishing your own internship placement. **Your placement must be approved by the FCST Department**, and an internship description letter must be submitted from your placement or job supervisor to the FCST Department.

In addition, each student who does an internship must enroll in the support class, FCST 400, Senior Seminar. This is primarily an on-line course, however, there will be four class meetings throughout the semester, typically in late afternoon or evening.

Checklist for establishing an internship:

1. Find an agency or corporation willing to intern you.
2. Interview, set-up hours, and get a verbal commitment, as well as a brief job description of what you will be doing during your experience. **Use this information to fill out the authorization form attached.**
3. **Submit authorization form to the FCST Dept office for approval.** You will receive an e-mail regarding approval or rejection of the placement you submit, typically within a week of submission.

4. Check with internship site if you are required to have any of the following:
 - Background check/Fingerprints
 - Certificate of Liability Insurance
 - Affiliation Agreement/Contract (If this is required you must contact Shannon Bellum bellums@mail.montclair.edu for further information)

And work on getting these things completed! Realize all of these things take time and may jeopardize your internship start date if incomplete.

5. Submit a formal letter on company letterhead with a description of your internship responsibilities, signed by your supervisor or Director of Program.
6. Enroll in FCST 409, Internship and FCST 400, Senior Seminar.

Department permission to enroll in the courses will be fulfilled by your submission of authorization form attached here.

Timeline:

At least to 2 semesters prior:

Begin reviewing possible internship opportunities; establish contacts and inquire about possible internship opportunities; Become aware of possible application deadlines established by sites you're interested in.

Take FCST 315 to get some volunteer hours under your belt and to make contacts in your field of interest.

Get your resume written and have it reviewed by professional people in your field of interest, and/or work with MSU's Center for Career Services.

1 semester prior:

Set up interviews with prospective placements and finalize your authorization packet.

Ask about Affiliation or learning agreements that might be necessary, and drug screening, background checks, or immunization requirements and work on completing these.

Secure a formal letter from your placement.

Authorization deadlines:

For Fall: May 1

For Spring: November 1

For Summer: April 1

NO Internship Authorizations will be accepted after deadlines!!

FAQ:

1. Can I do my internship part time, i.e. 4 credits?

- a. No. At this time, doing a part time internship is not possible.

2. Is there someone who can help me write my resume?

- a. Yes. Our Campus Center for Career Services in Morehead Hall, 337 will assist all MSU students and alumni in **resume writing, interview techniques and general job search skills**. Go to <http://www.montclair.edu/careerservices/workshops.html> to find out more information.

3. Is there help in finding a placement?

- a. Yes. FCST has an internship book of site placements that have indicated their interest in having our interns.
- b. In addition, most of these sites are listed on our website: <http://cehs.montclair.edu/cehs/academic/fcs/internships.shtml>
- c. There is one-to-one help available, too. We will assist you in matching yourself to an internship, but you are ultimately responsible for finding and working out the details of your own placement.

4. Can I start my hours early?

- a. No. If you start your hours before the 1st day of the semester, we cannot properly supervise you.

5. What if I don't complete my hours during the semester?

- a. You will get an incomplete in which the hours and any outstanding assignments must be completed within 6 weeks of the semester's end, as per University policy.

6. What happens if the semester starts and I don't have a confirmed placement?

- a. Unfortunately, you will have to put off doing your internship for another semester. For us to run a coherent program, it is vital that students adhere to the deadlines stated above in the timeline.

5/11/09

7. Can I do the internship any time during my degree progress?

a. No. Your internship must be in your Senior year.

8. Is the internship always my last semester at MSU?

a. Typically. You may do your internship the first semester of your Senior year with permission of the FCST Department.

9. Can I get paid for the work I do during my internship?

a. Yes, but that must be worked out by you with your potential placement. Bear in mind that paid internships may not offer you the best opportunities for professional experience.

10. My site requires an Affiliation Agreement/Contract. What do I do?

a. Contact Shannon Bellum bellums@mail.montclair.edu in the FCST Department.

11. My site requires me to have liability insurance. What do I do?

a. You are required to pick up your own liability insurance if your site is asking for it. The student rate is about \$35/yr. Go to www.proliability.com. Many sites where you will work with minors will ask for this. It's for your own protection in case of lawsuit.

Contact information:

FCST Department

Dr. Katia Goldfarb, Chair

Ms. Shannon Bellum, Department Administrator

Mr. Christopher Cottle, Department Advisor

University Hall # 4144

973-655-4171

**MONTCLAIR STATE UNIVERSITY
DEPARTMENT OF FAMILY AND CHILD STUDIES
Authorization for FCST 409: Internship and FCST 400 Senior Seminar**

PERSONAL INFORMATION

Name _____

CWID# _____

College Address (where you live) _____

E Mail Address _____ Phone # _____

Internship Planned For: Spring _____ Fall _____ Summer _____

Credits Completed _____ G.P.A. _____ Expected Date Of Graduation _____

Credits Needed For Internship (8-12): _____

Professional Goals: _____

PLACEMENT INFORMATION

*Attach internship description on company letterhead, signed by supervisor or program Director, if possible. **Letter is required before internship begins.***

Company Name _____

Address _____

On-Site Contact/Supervisor _____

Brief Job Description _____

FCST Departmental Approval

Name _____

Signature _____

*****This form must be submitted in order for you to be authorized to register FCST 400/409.**

Application deadlines:

For Fall: May 1; For Spring: November 1; For Summer: April 1