

University of Wisconsin-Stevens Point
SCHOOL OF HEALTH PROMOTION & HUMAN DEVELOPMENT
Guidelines for Field Work / Internship

Responsibilities of the students:

1. Select an experience for developing professional skills and abilities that goes beyond what might be expected of a volunteer at the site. The position should allow for some opportunities to take leadership on a project; plan, organize, and/or facilitate programming; interact with clients/consumers and colleagues; and attend meetings or trainings.
2. Students will prepare a list of broad goals that they would like to accomplish in their field work / internship experience.
3. Working with their advisors, students enrolled in this class will identify agencies or organizations which they believe could provide them with experiences that would help them meet their goals.
4. Students will contact the persons in the agencies who have the responsibility for approving field work / internship experiences.
5. If approved by the target organization, students will talk with the organizational representative who will supervise them regarding possibilities for practical experiences that fit with their goals as set in step #1 above.
6. Students, in consultation with their site supervisors, will prepare a list of more specific objectives; including but not limited to: total number of hours for the practical experience (field work / internship), a start and end date, and a task list of major duties agreed to by the student and the organizational representative. This information including goals and/or objectives should be written in a contract that is signed by the student and the organization representative. **A copy of this contract should be scanned and uploaded to the CANVAS *within the first week* of your placement.**
7. Students will spend **45 hours in the practicum experience for each credit** hour enrolled (for 3 cr. a total of 135 hours). **Students will keep a log of hours showing days, times, activities, and lessons learned completed to verify. Log sheets are available on CANVAS, “content section.”**
8. Near the end of the field work/internship, students will submit the **“picture and paragraph assignment.”** Use your log sheets to complete this document. Instructions for submission are included in the assignment provided on CANVAS. This assignment includes obtaining an onsite photograph of yourself “in action” (without children under 18 present or identifiable- due to legal restrictions or with permission of parent/guardian) and submitting it to CANVAS along with a brief description of the site and activities you performed.
9. Submit a **final presentation** (4-5 slides), instructions are provided in the “final presentation assignment” on CANVAS

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Responsibilities of Site Supervisors:

1. Provide an experience for developing professional skills and abilities that goes beyond what might be expected of a volunteer at the site. The position should allow for some opportunities to take leadership on a project; plan, organize, and/or facilitate programming; interact with clients/consumers and colleagues; and attend meetings or trainings.
2. Review the goals and objectives of the students. Discuss with the student how they might optimally reach their goals.
3. Supervise the students as they carry out their responsibilities.
4. Confer with the UWSP faculty member who is directing the experience when deemed appropriate or necessary. We would like to schedule a site visit or a telephone/Skype/FaceTime conference with the supervisor at the mid-point of the experience. The student is in charge of arranging this meeting.
5. Complete the **Final Evaluation Form/Checklist**. In conference, share the evaluations with the student. Email a copy of the evaluation to the university field work / internship coordinator at HPHD.internship@uwsp.edu.

Earning YOUR Grade

- Completion of Placement Form with site supervisor..... 10%
- Completion of Log Sheets..... 40%
- Picture/Paragraph assignment with picture(s) submitted..... 10%
- Summary Presentation..... 10%
- Final Evaluation from site supervisor..... 30%

Final Grades: A=90%+, B=80%+, C=70%+, drop course if you plan to get less.