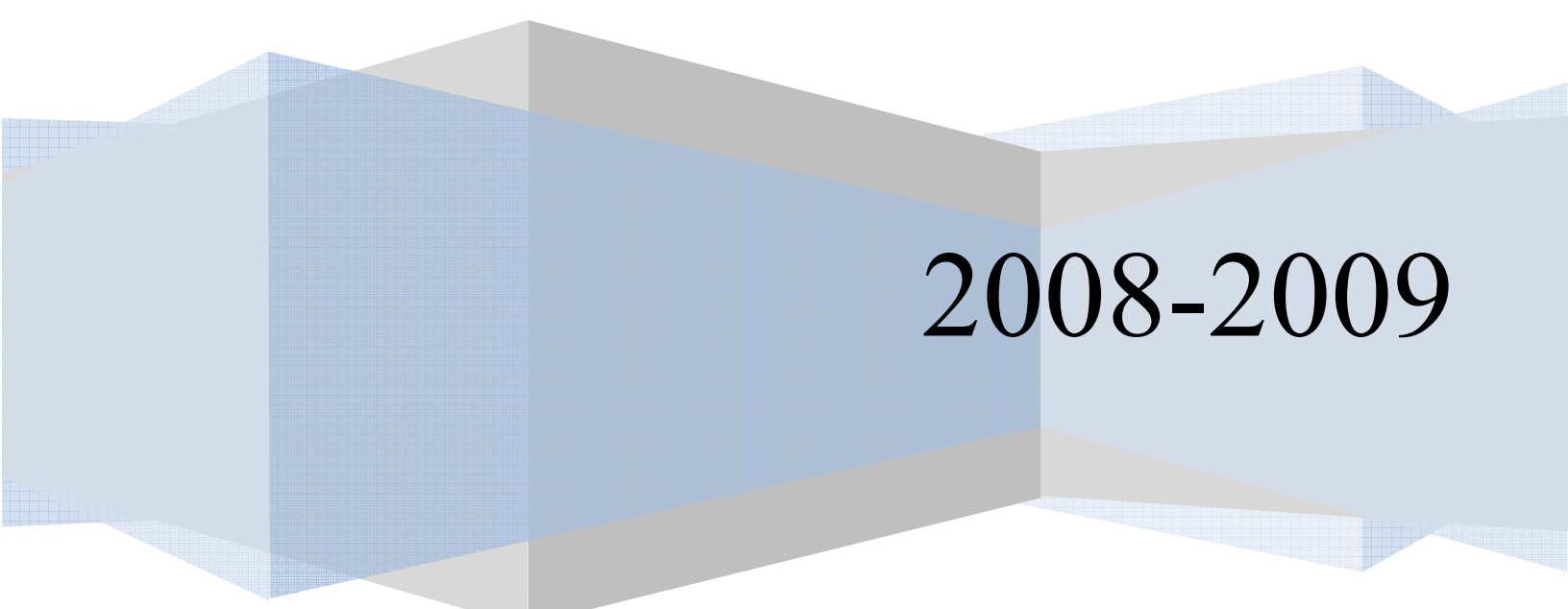


LaGuardia Community College

Guidelines for Human Services Internships

Program Director
Professor Les Gallo-Silver, MSW, ACSW, LCSW-R



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Guidelines for Human Services Internships

The Human Services faculty and staff are here to help you with the internship placement process.

Your Human Services Internships are an opportunity for you to apply the theories, skills and information you have gained from your course work to work-like situations in a number of varied internship sites.

This handbook will help you understand the goals and structure of your internship experience.

Your Investment of Time in Your Professional Growth

- Human Services Majors complete two internship placements that are taken consecutively. You cannot complete these in the same semester.
- Internships are offered during the 12-week Fall I and Spring I semesters.
- Your two internship experiences need to total a **minimum of 250 hours** in fieldwork. This is the minimum number of hours required by the National Organization of Human Services for individual certification. (For information on certification please go to the NOHS website at nationalhumanservices.org) **You are not required to seek certification as a condition for the degree or graduation.**
- You are required to complete a **minimum of 125 hours** a semester in their fieldwork placement.
- Fieldwork can be completed over a 10-week period during the 12-week semester.
- **You are required to extend your hours of internship in order to complete work in progress or to meet specific needs of your placement. Leaving clients/customers/patients when they are in need, in midst of a task or in a group you are participating in can result in a failure of this class.**
- You are responsible for letting your fieldwork supervisor know **in advance** that you need to leave at a certain time.
- The **maximum** number of hours a student can spend in placement semester is **140 hours.**

- While you will receive the same number of credits as long as you complete a minimum of 125 hours a semester, additional hours in placement further enhance your learning, experience and skills.
- You are responsible to create a consistent internship schedule with your fieldwork supervisor that enables you to complete a minimum of 125 hours of fieldwork. Please be sure to factor in travel time, childcare and other family commitments when developing your schedule.
- While most internship placements operate during typical business hours 9-5 on weekdays; there are some internship placements that operate in the evenings and on the weekends.
- When scheduling your classes, please keep in mind the investment of time of your internship, its related seminar, and the co-requisite advanced human services courses require.

Early Placement Option If You Are Currently Working or Have Family Commitments

- If you are currently working or have family commitments you may need early placement to complete your **minimum** 125 hours in fieldwork.
- Early placement enables you to complete fewer hours a week by being in placement over 13 weeks, instead of 10 weeks. **The total number of minimum required hours is unchanged.**
- **You need to begin the fieldwork placement process a minimum of 3 weeks before the end of the previous semester to be able to avail yourself of early placement..**
- Those students who want to select the early placement option internship are responsible for meeting with the Program Director of Human Services a **minimum of 2 weeks before the fall II and spring II semesters end.**
- **Students who request a hospital-based placement must begin the process 4 weeks before the end of classes of the previous semester.**
- Students who are not working but have family commitments that curtails their availability for a 10-week placement experience, can request the early placement option.

Selecting Your Internship Site(s):

- Your internship site is selected with your overall goals in mind.

- This necessitates a face-to-face advisement session with the Program Director of Human Services.
- Your placement advisement will reviews your goals and interests and tries to match these with one the Human Services placement sites.
- The Human Services Program maintains a binder of current and previous placement sites to help you in your planning. The binder is located in room C252.
- You are responsible for obtaining an appointment for internship advisement before the beginning of the Fall I and Spring I semesters and registering for seminar and co-requisite advanced classes.
- It is important to select more than one site as a placement's availability can change due to decreased funding and staff changes.
- You will be given contact information about your site supervisor or the office/individual who processes student interns at that site.
- It is your responsibility to telephone or e-mail the contact person at the fieldwork site **within 2 business days** of receiving this information.
- Your internship experience is an integrated learning environment. Therefore you cannot be credited for past human services work you completed outside of your college program.
- Obtaining a varied work experience in human services enhances your resume, your employability, and your applications to four-year colleges.
- Some students may already work in human services; or volunteer in an organization that provides human services even though that is not your current role at work. Your internship is an opportunity to **learn new skills in a new/novel environment**. This cannot be accomplished if your fieldwork assignment is a continuation of your current employment or volunteer work.
- Some students may work or volunteer at a large organization that has various departments and provides a variety of services (for instance a hospital). Upon approval of the Program Director of Human Services, your first placement can be arranged at your work or volunteer site if you will be working in a unit, division, or department different than your current or previous work/volunteer site.
- Some student's may have prior work or volunteer experience in human services. These experiences are valuable and have helped you grow but they cannot be counted towards your internship.

- Your internship experience will be in two different placements at two different sites. Continuing your placement at the same site for both semesters greatly limits your learning opportunities; and weakens your resume as well as applications to four-year colleges.

Your Initial Interview at Placement:

- All internship sites require an interview. The final decision about a specific placement is made by the site itself and not by LaGuardia Community College.
- The Program Director of Human Services will work closely with you to help you through this process.
- Please keep in mind that meeting with fieldwork site personnel is a job interview even though you are not paid for your internships. Please arrive on time, wear attire that would be appropriate for a job interview, do not chew gum or use your cell phone during the interview. Refer to the interviewer by their last name unless instructed otherwise.
- **You are required to follow your placement's dress code even if you have classes on the same day.**
- All internship sites require a background check completed at the site's expense. Many internship sites, particularly those in medical, mental health or childcare settings require a recent physical, a TB test and a drug test. Your internship site will advise you on how to fulfill these requirements. Many sites require an original social security card in your legal name. Please alert the Program Director for Human Services if you have any concerns or issues with these requirements before going on your placement interview.
- As with all internship programs, the site supervisor and the needs of population served shape your specific duties and responsibilities.
- As an associates level human services student your internship reflects the appropriate type of work you would be focusing on at this point in your career and education. Students are instrumentalists in the field meaning they facilitate services for clients in a variety of ways. A student may provide tutoring, education workshops, help in filling out forms, help in finding services, assist other more senior professionals in providing services to clients, provide socialization, help with activity groups and projects that involve the arts and recreation, speak to community groups as well as many other types of duties and responsibilities.

Your Fieldwork Assignment Agreement:

- You will complete a Fieldwork Data Form that includes your contact information, your fieldwork site information, and the hours/days you are in placement.
- Your site supervisor will complete the Fieldwork Assignment Agreement that details your duties and responsibilities while in placement.
- All human services professionals need to complete paperwork for clients and documentation for their organizations. Your internship must provide you with direct client contact. Clerical work not related to a specific client driven activity are important but not human services functions. Please communicate with the Program Director of Human Services if you have any concerns about this issue.

Your Attendance at Your Fieldwork Site:

- You need to account for your time at your internship through filling out the Fieldwork Time Sheet. This needs to be initialed on a day-to-day basis by your site supervisor.
- You are not obligated to attend your fieldwork site on days the College is closed. Holidays and other days that classes do not meet **are not credited** to your internship hours **unless you are actually in your placement on those days.** With your supervisor's permission you may elect to go to placement on holidays and other days off which would count towards your hours.
- You are obligated to attend classes during irregular days even if this conflicts with your internship schedule. You are responsible to remind your site supervisor of upcoming irregular days.

Your Pre-Requisites for Internship:

- It is important that you have a basic foundation of theory and information prior to going out on your internship.
- The pre-requisite classes of HSC101-Orientation to Human Services, HSC102-Principles of Human Relationships, and SSS100-Introduction to Sociology provide you with the history of human services, the basics of human services work with clients and systems, and the essential body of knowledge about human interactions needed for a successful internship experience.
- In addition, HSS014 Cooperative Education Preparatory (Coop Prep)-Human Services helps you to develop a professional resume, prepares you with work readiness exercises, and **nurtures the development of your E-Portfolio.**

- You must maintain a GPA of 2.0 in order to be eligible for internship placement.

Your Internship Seminars:

- Your internship experience is a combination of your assignments and activities at your placement site; the review of your work and evaluation of your thoughts about client contact in the Internship Seminars; and the further development of the connection between theory and practice through the advanced human services classes.
- As a Human Services major you are required to complete two (2) internship seminars. HSC203 is the first internship seminar and HSM204 is the second internship seminar; both are 2-credit classes. These classes are completed sequentially and cannot be taken in the same semester.
- Your seminars are an essential part of your education. You will not be able to obtain a passing grade for your fieldwork unless your **attendance** in seminar class **meets CUNY standards**.
- HSM205, the third internship has been eliminated as a requirement and has been replaced with ENG103: Preparing and Writing a Research Paper.

Your Advanced Human Services Co-Requisites:

- The three advanced human services classes are co-requisites and must be registered for at the same time as your internship seminars.
- The advanced human services classes rely on current material from your current clients/patients/residents/customers.
- There are times when errors within the system, permit students to register for an advanced class without the co-requisites and pre-requisites, Please be advised that those students will be asked to withdraw from the class unless they are eligible to register for one of the seminar classes and prepared to have their internship experience.
- If you have difficulties registering for the classes you need, please address this with the staff in C107.
- If registration problems persist please bring them to the attention of the Program Director of Human Services, Professor Les Gallo-Silver, 718-482-5756, Lgallo@LAGCC.CUNY.EDU

- The three advanced classes all are 3-credits as listed below:
 - ❖ HSC130 - Activities for Human Services (please note that this course's pre-requisites are MAT095, HSC102 and SSY101).
 - ❖ HSC135 – Human Services Roles and Systems (please note that this course's pre-requisites are HSC101, HSC102 and SSS100).
 - ❖ HSM120 – Survey of Psychological Treatments (please note that this course's pre-requisites are HSC102 and SSY101).
- As you must take at least one of the advanced human services classes with each of your internships, you cannot take all three advanced classes in one semester.
- Advisement can assist in you choosing which semester you will complete two of the advanced classes in the same semester; and which semester you will complete only one of the advanced classes. Your schedule should take into account the other classes you need to complete as well.

Your Urban Studies Requirement

- HSN103 Community Dynamics: Impact on Human Services is the **Urban Studies** requirement for Human Services majors. HSC101 and SSS100 are pre-requisites. **This is a writing intensive course and is best taken after one completes their course work in English.** Please refer to the catalogue for details about your English and other general education requirements.

Your General Education Requirements

- Your Associate in Arts degree is awarded upon completion of all required classes. Check your catalogue for classes that are required but do not need to be completed before you go out on an internship. It is highly recommended though that you complete these classes first.
- Human Services, as with every Associate of Arts degree, has general education requirements in Math, Science, English, Liberal Arts and the Humanities. Please refer to the catalogue and meet with an advisor if you have questions about these requirements. Keep in mind the many ways to obtain tutoring for a course you are concerned about. See a student advisor for details about these services.
- Human Services professionals must document their work and be able to summarize case materials. The English requirements for your degree help you become adept at these skills and prepare you for senior college.
- MAT120 Elementary Statistics is required to enable you to understand and evaluate research in the field of Human Services.

- SCB101 Topic is Biological Sciences is required as the class focuses on the impact of modern biological theory on human life with selected topics in urban pollution and population control.
- Your social science requirements familiarize you with the theories and concepts of sociology and psychology. You learn how to apply these theories and concepts through your Human Services course work and your internship experiences.

We Are Here to Help You:

- Any difficulties and concerns about your fieldwork placement can be discussed in your seminar class. In addition, please bring these issues to the attention of the Program Director of Human Services who can intervene on your behalf.
- From time to time, staffing and funding changes at your internship site may disrupt your fieldwork experience. The Program Director of Human Services is responsible to help you resolve issues or if necessary to place you at a different site.
- You can contact the Program Director of Human Services at 718-482-5756 or at Lgallo@LAGCC.CUNY.EDU
- Your internship experience is part of our program to nourish you as new human services professionals and provide you with situations, issues, concerns and dilemmas you might find in a work situation. This goes beyond the role-play exercises you have participated in during class time.
- Your experience interacting with clients, customers, patients, residents, students; as well as other professionals gives you an enriched perspective about your chosen field and a unique opportunity to learn while doing.
- The faculty and staff of the Human Services Program are here to help and support you. We wish you great success during your internships and look forward to your graduation with an Associate of Arts Degree in Human Services.
- The Human Services Program's offices are located in the "C" building room C252. The main telephone number is 718-482-5470.