Human Services Foundation Internship (HS 3000) Checklist
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Process/Prerequisites for Foundation Internship:
- MUST meet with the HS Field Coordinator in person or by phone to discuss interests/expectations/experiences/gals PRIOR to setting up any interviews for the internship
- MUST be a current HS major with a designated concentration
- Minimum 2.80 adjusted GPA
- Meet with HS Academic Advisor to determine which term to complete your Foundation Internship

STEPS TO FOLLOW:

1. Identify possible internship placements:
   a. Login to Owl Express & Click on “Student Services”
   b. Click on “Human Services and MSW Applications & Forms Menu”
   c. Click on “Human Services Applications & Forms Menu”, then “Human Services Agency Search Form”
   d. Select “Foundation” for HS 3000 internships; click “Submit”
   e. Read all instructions, paying special attention to the criteria for prerequisites mentioned; click “Next”
   f. Enter your search criteria and Click “Submit” for Foundation students. “Foundation” must be selected as concentration or you will see the entire database. To view details, click on the Agency ID.
   g. *PLEASE NOTE: When you choose an agency ID for additional agency information, the system will not allow you to return to your search results. You must re-enter your search criteria at this point.
   h. Students must only consider agencies that are approved for foundation placements (even if they also accept advanced). Do not contact agencies approved only for advanced internship.

2. Meet with the HS Field Coordinator, PRIOR to contacting any agencies. Once you have completed this step you may proceed to Step 3.

3. Secure your internship placement
   o After meeting with the HS Field Coordinator to select several agencies, contact them by phone or apply for listed internships.
   o Send agency résumé and cover letter, and schedule appointments for interviews
   o Suggested questions for agency:
     o Who is the primary contact to speak with at the agency for possible placement?
     o What is the nature of the work I would do as an intern?
     o Can I have direct client contact in order to complete a case study?
     o What requirements do you have for interns (ex. Background checks, health screenings, drug screening, orientation, etc.)?
     o Once the agency offers the internship and you accept it, proceed to Step 4.

4. ONCE ALL PREREQUISITES HAVE BEEN MET, Complete Application/Receive Approval/Register for Class
   o Login to Owl Express & Click on “Student Services”
   o Click on “Human Services Applications and Forms Menu”
   o Click on “Human Services Internship Application”
   o Enter the Agency ID (found in database) and click “Submit” to open the application form
   o Completely fill out the application. Be sure to choose “Foundation, Term and key in CRN”. Give a specific, detailed description of what you will do at the internship, based on what you discussed in the interview.
   o Click “Submit”
Completed applications are forwarded to the Field Coordinator for approval and then to Career Services to clear you for registration in HS 3000.

Career Services will e-mail you at your KSU Students address, with the CRN to use in registering for the course.

Upon receipt of this e-mail you may then register for HS 3000. PLEASE NOTE: Every effort is made to place you in the section you have requested. Depending on the number of students registering for the course, additional sections may open, or extra sections may close, requiring assigning some students to a different section than the one indicated in the application.

If your application is “Disapproved”, the e-mail you receive contains an explanation. In order to address the problem(s) and reapply, you must click on the link provided in the disapproved e-mail.

All internship sections are set at “0” to ensure approval has been granted prior to registration.

5. After your application is approved
   - Provide agency with your start date
   - Schedule orientation (if required)
   - Complete any background checks/drug tests/fingerprinting as directed prior to 1st day on site
   - Within one month of the first day of classes, contact supervisor to confirm placement and start date.

DEADLINES: Applications must be submitted and approved by the HS Field Coordinator by

5:00 p.m. on the 3rd Friday of June for Fall Semester internships
5:00 p.m. on the 1st Friday of November for Spring Semester internships
5:00 p.m. on the 1st Friday of March for Summer Semester internships