Human Services Advanced Internship (HS 4950) Checklist
Leslie McClane, LPC, NCC, HS Field Coordinator, Leslie McClane, LPC, NCC, HS Field Coordinator, lmcclane@kennesaw.edu, 470-578-7747
Chaunty Bonaparte, Academic Advisor, cbonapar@kennesaw.edu, 470-578-2881

Criteria prior to searching for an advanced internship:
• Must be within one semester of graduation at time applying for a placement
• Meet with HS Academic Advisor to insure you are on track for graduation. Plan to petition to graduate (http://registrar.kennesaw.edu/graduation/petitioning.php)
• MUST take HS 4950/HS 4800/HS 4900 (12 credits total) together in last semester of program. Students may NOT take more than 12 credits total when taking advanced internship and must have completed ALL required courses and concentration electives related to your specific Concentration (Case Management or Nonprofit Management) prior to the semester taking internship.
• Prepare résumé and cover letter—for assistance contact Career Services for an appointment (470-578-6555)
• MUST meet with the HS Field Coordinator in person or by phone to discuss direction of career interests and internship goals in order to identify types of placements that meet student’s goals prior to contacting agencies. Nonprofit administration concentration majors must also meet with Dr. Jennifer Wade-Berg prior to contacting agencies for interviews.

STEPS TO FOLLOW:

1. Identify possible internship placements:
   a. Login to Owl Express & Click on “Student Services”
   b. Click on “Human Services Applications & Forms Menu”, then “Human Services Agency Search Form”
   c. Click “HS 4950: Advanced internship Information and Checklist”
   d. Search database to identify potential agencies
   e. If you find an agency not on the approved agency list, you may send the agency name, contact person, phone number and e-mail to hsinterns@kennesaw.edu. This information must be provided no later than 8 weeks prior to the internship application deadline to allow time for approval.
     o The agency will receive the agency link and information about the academic requirements for the internships; they apply to be an agency provider. When the application is submitted, the HS Field Coordinator will review and approve the agency as appropriate.
     o Your agency must be on the approved agency list (for accepting advanced interns) in order for you to apply for that agency.

2. Attend the MANDATORY orientation for Advanced Internship-Capstone classes (watch for information early spring semester for students wanting to take the courses fall semester, and early fall semester for students wanting to take the courses spring semester)

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 your 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 Ask questions specific to your concentration:
       ▪ Case management requirements: must offer direct client contact, must carry small case load, intake assessments, process recordings, psychosocial, co-facilitate groups, heavy direct practice emphasis, other case management tasks
Nonprofit administration: opportunity to engage in agency-based activities and experiences allowing practice of core competencies related to nonprofit management (communication, marketing, public relations, financial resource development & management, foundation, management of the nonprofit sector, governance, leadership, advocacy, legal & ethical decision making, volunteer and human resource management, cultural competency & diversity, program development)

- Receive offer from internship site and review specific goals, learning outcomes and responsibilities (these are required on the application), complete any/all requirements of the agency, *i.e.* background checks, drug screens, etc.
- Following instructions from *mandatory orientation*, have field supervisor submit job description prior to the internship application deadline.

4. Approval and Course Registration Process
   - *You may not proceed with these steps of completing an internship application until you have been offered and accepted a placement.*
   - Login to Owl Express, note the agency ID number in the database and choose your preferred section CRN#
   - Click on program application, choose “Advanced”
   - Enter the Agency ID (found in database) and complete the application. Be sure to provide specific, detailed information regarding your internship responsibilities. Click “Submit”.
   - Once submitted, applications are reviewed and denied/approved by the Field Coordinator and then cleared for registration by Career Services.
   - Career Services will e-mail you with the CRN to use in registering for the course.
     - *While we make every effort to offer you your first choice of class section for the internship, realize that you may be placed in a different section. Also, ALL nonprofit concentration majors have only one section of advanced internship. Based on numbers, case management interns may have two or more.*
     - Upon receipt of your confirmation e-mail from Career Services, you may go into Owl Express and register for the class for which you were cleared. **PLEASE NOTE: Be sure that you choose the correct number of credit hours (most advanced interns complete 6).**
     - 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 Department 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

*Revised 3.20.2017*