

**SOUTHEAST MISSOURI STATE UNIVERSITY  
COURSE SYLLABUS**

**Department of** Human Environmental Studies

**Course No.** CF565

**Title of Course:** Family Service Internship  
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**Revision** \_\_\_\_\_

**New** Fall 2004

**I. Catalogue Description and Credit Hours**

Capstone professional internship in a human service agency, program or organization. (6)

**II. Prerequisite:**

C or better grade in CF207, CF330, CF405, CF520; completed 90 hours with a cumulative grade point average of 2.0 or better, or permission of instructor. A criminal background check required.

**III. Purpose or objectives of the Course:**

- A. Demonstrate competence in interaction with an understanding of the target population served by the program or agency.
- B. Demonstrate professional standards and ethics.
- C. Demonstrate an understanding of the protocol of the supervising agency/organization.
- D. Demonstrate the ability to work independently
- E. Demonstrate an understanding of the legal and liability issues regarding the agency/organization and the role assumed by the student.

**IV. Expectations of students:**

Students will be expected to contact the placement supervisor prior to starting the practicum to establish a site for the internship. Each student will be required to complete a minimum of **240** hours of contact time. The student will assume the role of professional at all times when actively participating in this assignment. Student will complete all tasks as outlined by the supervising field professional. Student will attend all staff meetings/agency meetings as required by the agency/organization. In addition, the student will participate in communication networking meetings as appropriate. Student will attend and participate in a seminar comprised of all Family Life interns two times each semester and two conferences with the instructor. A professional journal, a professional portfolio of work completed during the practicum, and an entry/exit self evaluations will be required.

**V. Course Content/Outline**

The content and scope of the internship will be established by the cooperating agency, program or organization with the input and approval of the Instructor. background reading will be required of each student prior to beginning the internship which will include HIPAA compliance procedures of the organization, licensing or procedural requirements, and the course text.

Site visits will be conducted to observe and record the progress of the intern.

**VI. Textbook**

Corey, G., Corey. M.S., and Callman, P. (2003). *Issues and Ethics in the Helping Profession*. Allyn and Bacon Publisher

**VII. Basis for student evaluation**

Self Evaluation Entry/Exit	15%
Site Supervisor Midterm and Final	40%
Seminar Participation	10%
Journal	15%
Professional Portfolio	<u>20%</u>
	100%