UNIVERSITY OF WISCONSIN
OSHKOSH
College of Education and Human Services

Human Services Leadership
Collaborative Degree Program

INTERNSHIP (120 Hours) APPLICATION INSTRUCTIONS

Please carefully read and follow these instructions to accurately prepare application materials. All necessary information can be found on the HSL Collaborative Program website: uwosh.edu/go/humanservices.

Submit your application materials to the Human Services Leadership Field Placement Office via mail: UW Oshkosh, COEHS, HSL Field Placement Office, 800 Algoma Boulevard, Oshkosh, WI 54901 or Fax to: (920) 424-0858. Do not submit this form with your application (keep for your records). Applications must be submitted no later than October 15. If the due date falls on the weekend, applications may be turned in the following Monday.

1. **Admission Criteria:** Please pay particular attention to course prerequisites and sequence. For academic advising assistance, call the Student Success Center at 920-424-1268.

- ☐ Completion of a minimum of three courses in the Human Services Leadership major as follows:
  - Human SV-203 Introduction to Human Services
  - Human SV-310 Interpersonal Relations in the Helping Professions
  - One additional course, either Human SV 320, 335 or 340
- ☐ Minimum Human Services Leadership grade point average (GPA): 2.75
- ☐ Minimum University cumulative grade point average (CUM GPA): 2.50
- ☐ Completion of at least 65 University recognized credits
- ☐ Current Criminal Background Check (CBC) (Wisconsin Statute 165.82) (See #3 below)
- ☐ Enrollment in Internship course (Human SV 325)

2. **Application**

☐ Access your STAR Report for assistance completing the application.

☐ Complete the application and preference card. Submit to the Human Services Leadership Field Placement Office (N/E 624) by October 15.

3. **Criminal Background Check**

☐ Two Criminal background checks (CBC's) are required during the program: One upon program admission; another upon admission to Advanced Internship.

☐ An additional background check is required for admission to Internship if there has been a change in your criminal background status since admission to the program. If your status has changed, you must submit a completed Criminal Background Check (CBC) form and payment with your application materials. See internship application (#4) for complete details. CBC forms are available on the HSL Collaborative Program Website.

☐ You are responsible for informing your site supervisor prior to placement regarding your criminal background report. Verification of this information by the placement site to the HSL Field Placement Office is required. The HSL Field
Placement Office will provide specific details. Participating agencies may require additional CBC's. The HSL Field Placement Office will provide a student with of copy of their report upon written request. *An agency may deny or approve with conditions, any placement request based on a Criminal Background Report. Students will be notified by the HSL Field Placement Office if they are denied placement or are placed with restrictions.*

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4. Admission Status

 The HSL Field Placement Office will notify you by mid-November of your admission status. You will be conditionally admitted or denied. You must maintain all grade point averages to be officially admitted. Check your STAR
Report now and be proactive in working to rectify any problems.

 If denied admission, you will be notified via e-mail detailing the reason for denial. You must follow up by completing a written plan to demonstrate how you will remedy the deficiency and submit it to the HSL Field Placement office. The "plan form" can be obtained by meeting with your advisor in the Student Success Center. The deadline for filing this plan will be provided in your admission letter. **If the plan is not received in the HSL Field Placement Office by the deadline, your application will be returned and your placement search terminated**.

5. TB Test

 A tuberculosis (TB) test is required "only" if your placement agency requires it.

 If you need a TB test, please make arrangements with your own physician and provide a record of the TB test to the UW Oshkosh Health Center and to your agency.

6. Preference Card

 Complete the preference card with your top 3 placement site selections from the approved sites.

 Site listings are available in the HSL Collaborative Field Placement Directory on the HSL Collaborative Degree Program website.

7. Seminar

 Off campus seminars are required at the instructor's discretion.

 Supervisory contact with the site and the university supervisor will occur outside of seminar typically at the placement site. (Note: Students are responsible for awareness of and compliance with all policies, procedures, standards and practices of their placement site).

8. Travel

 Approved study abroad trips satisfy requirements for HS-325 (Internship). An application for Internship is required in addition to the application materials required by the Office of International Education (OIE).

 The OIE will require a copy of your Internship Application in addition to your travel application materials.