



Human Services Leadership Online

## Internship and Advanced Internship Agency/Site Selection Guidelines

The Human Services Leadership program at UW Oshkosh requires professional field experience as part of the curriculum. Human Services Leadership Internship (120 hours) and Advanced Internship (280 hours) complement coursework to build professional competencies. The benefit of these specialized experiences is widely recognized and gives our graduates an important advantage in the human services profession.

Human Services Leadership students are located throughout the country. Many are working adults who juggle multiple life commitments. To assist online students in finding local agencies to provide their field experiences, we have compiled these guidelines.

### General information

- Online students are required to locate and arrange their own placement. All necessary documents are available on the HSL Field Placement website.  
**Note:** You may begin your site search any time prior to your field experience semester.
- All communication is via e-mail, the official method of communication of the university
- Internships are completed over the course of the entire semester in the spring (14 weeks), summer (8 weeks) or fall (14 weeks)  
Internship/Advanced hours may not begin prior to the start of the semester, however, orientation and essential training may be completed upon confirmation of site approval from the HSL Field Placement Office (approximately 10 hours)
- Criminal background checks are processed prior to the start of the semester. The student must disclose any record to the agency/site, who has final authority to accept, deny or accept the placement with conditions, based on this information.
- Participating agencies/sites may require additional admission criteria

### Agency/Site selection resources

- The HSL Field Placement Office maintains a list of previously used placement sites of online students. This list is available on the HSL Field Placement website. There is NO GUARANTEE that a placement will be available at a previously used site. This list may be a resource in finding similar or related sites in the student's local area.
- Local libraries

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Human Condition*

The National Organization of Human Services defines Human Services work as "meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations." Accordingly, The Human Services Leadership Online Program combines traditional coursework with professional development offering students the opportunity to become leaders in Human Services.

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An undergraduate degree in Human Services Leadership not only provides excellent preparation for various graduate study programs, it also prepares undergraduates for direct entry into positions that empower people through advocacy, education, case management, and program delivery. The community-based focus has provided opportunities for graduates in a variety of settings including business, education, foundations, as well as nonprofit, community, government/municipal and public service agencies.

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- United Way
- Chamber of Commerce

### **Internship and Advanced Internship parameters**

- Placement must occur in a human services setting and provide an environment and context to integrate knowledge, theory, skills and professional behaviors concurrently taught in the classroom
- Human Services includes, but is not limited to, the areas of criminal justice, children and families, senior citizens, domestic and sexual abuse, education and training, health, and meeting basic needs
- Traditionally human service work is done in non-profit and community agencies, government offices and municipalities, and schools or other educational settings. Private sector and other settings will be considered if human services leadership tenets can be demonstrated.
- Field experience tasks and activities must provide personal and professional progression for the student during the placement
- Advanced interns require a leadership component or role
- If a “paid internship” is advertised and broadly available, which provides human services leadership skill development and experience, the student must submit a request for consideration. Internships may not be designated as “paid” to accommodate a particular placement.
- Placement with a current or previous employer is generally not permitted; however, students may request being placed with a current employer. Parameters for placement with a current employer:
  - Internship assignments and activities must advance the student’s human services leadership skills
  - Internship assignments and activities must differ from regular employment duties
  - Internship hours must be separated from and in addition to employment hours
  - Internship hours are unpaid unless a paid internship (See previous bullet) has been approved
- A request must be submitted to consider advanced internship placement at the same agency where the internship was completed
- Placement hours may not begin prior to the start of the semester. Orientation and training prior to the start of the semester may be completed upon confirmation of site approval from the HSL Office of Field Placement, which count towards your required hours (approximately 10 hours).
- Search for a potential placement site in your area of interest. Arrange an interview with the site/sites of choice. As part of the interview process, provide potential sites with the HSL Field Experiences Overview, and other information, as may be appropriate, located on the HSL Field Placement website.

### **Placement process**

- The student will contact agencies/sites to inquire about potential placement and to arrange an interview. Be prepared for a professional interview, including resume, references, professional objectives, attire, etc.
- Provide the agency/site with the HSL Field Overview document and explain the placement and supervision requirements
- Upon confirmation from the site, students will submit site approval forms to the HSL Field Placement Office for consideration
- The student will be contacted if the agency/site placement is declined or if additional information is required to approve the arrangement
- Placement confirmation will be provided via e-mail to the site and student

### **Agency/site supervision**

The agency/site supervisor shall...

- Possess the minimum of a bachelor’s degree
- Support the student in developing a learning agreement which outlines the components of the placement

- Provide face-to-face supervision and guidance to the student. The supervisor does not need to interact daily with the student.
- Participate in supervisory contact with the student and their university supervisor (course instructor) via video conference or phone as directed by their university supervisor
- Prepare formal mid and final term evaluations of the student and submit to the university as directed
- Provide evaluation feedback to the student and their university supervisor
- Have the option to assign work in addition to assigned coursework
- Arrange the work schedule to accommodate the student and site needs and agree on a method for recording time
- Communicate with the course instructor via phone or e-mail with any questions, comments or concerns regarding the student's learning experience. The HSL Field Placement Director is available to students and agency supervisors in the course instructor's absence.

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