

Hello Family Science and Child Development students!

Registration is just days away, so I'm sure you're all thinking about next semester. If you are interested in the internship class (CFS 193), this message is for you.

The primary purpose of the internship is to offer CFS students experience working in a community agency that deals either directly or indirectly with children and/or family, or with issues that impact children and/or families.

1) Should you register for the internship?

- In order to consider the internship (CFS 193), you must be a senior graduating either May 2018 or Dec 2018. This capstone class is to be taken at the end of your college education, and it is designated for seniors who are in their final spring semester.
- If you are a Family Science major, then you are required to take the internship as your capstone class.
- If you are a Child Development major, but don't think you want to work in a group setting with children, then you might consider internship for more options.
- Students in the Child Development Pre-Credential option are not allowed to take CFS 193, as they are required to take CFS 145b.
- CFS 193 internships can not be completed in day care centers or preschools. If you wish to work in an early child care setting, you should take CFS 37 and 139. CFS 37 and 139 were created to provide our students with hands-on experience in these areas. Also, since internships are designed to allow students to gain additional experience and skill related to their degree, they are not able to be completed at a place you are currently employed.
- Students who are interested in working in early childhood settings should be sure to secure the coursework needed to get a Child Development Site Supervisor Permit after graduation. To be eligible for this permit, you will need to have a degree from our program and at least three units of supervisory coursework in an early childcare educational setting. These three units of can be gained in CFS 37. Please ignore this note if this is not a concern for you.

2) What does the internship involve?

- 130 hours of work during the semester. If you start up right at the beginning of the semester, that is 8 hours a week. Any mandatory trainings count toward your 130 hours. Work hours vary site by site, and simply need to be agreed upon by both the student and the site supervisor.
- Class meetings once a week on Tuesdays from 3:30-4:20pm and assignments integrating coursework with this internship.

- A comprehensive exam covering all of the content that you have been learning throughout your undergraduate courses. If you are a Child Development student, it will be a Child Development exam. If you are Family Science, it will be a Family Science exam.
- The primary purpose of the internship is to offer students the opportunity to gain some experience working in a community agency that deals with children or family issues. You are finishing your degree in Child Development or Family Science. The internship class gives students an opportunity to apply what they have learned in child development and family science classes to real world situations. It allows you to explore career options related to your degree, and to gain some experience for future paid work in your field. To do so, your internship must have a connection to children or to families.

3) How to register for the internship?

- **You must FIRST find and secure an internship site before receiving a permission number for the class.** There are several sites we have worked in the past who are interested in having our students again. A list of these possible internship sites and other related documents will be posted NOVEMBER 1 at <http://fresnostate.edu/jcast/cfcs/students/internship.html> (note that the material there now is from last year. The new site list will identify itself as for **2018 internships**).

Look over this list of possible sites. Look at their websites. Decide which appeal to you. Email or call the contact person and set up an interview. Either way you reply, remember that you are applying for a professional position. If you choose to email, your email should begin with a greeting, end with a thank you and a closing, include your full name, and show concern for professionalism and detail through strong writing and accurate spelling and punctuation. For more advice: <http://emilypost.com/advice/email-etiquette-dos-donts/>

If you are asked to submit a resume, we highly suggest you first consult the Career Development Center:
<http://www.fresnostate.edu/studentaffairs/careers/student/resumes.htm> This page has resume tips. It also has suggestions for you on how to best write your email expressing interest in the position.

- **You will need to bring an approval form for both the agency and for you to sign when you accept an internship.** These “Course Permission” approval forms will also be available beginning on Wednesday, November 1 at <http://fresnostate.edu/jcast/cfcs/students/internship.html>. Be sure to print out this form to take to your interview. You must interview with a potential internship site, and make an agreement with them about what you will do for them. They have to "hire" you for this internship. In doing so, they should sign this basic approval form.

- Once you have a signed approval form with your site, please drop off this form during Dr. Rickman’s office hours (Tuesdays 7:25-7:55am; 10:50-12:50pm. Thursdays

7:25-7:55am) or slide under her office door (FFS 205) at your convenience. Dr. Rickman will need to check your records to verify that you are graduating this spring or next fall. **Once this is verified, Dr. Rickman will email you a permission number to add the class.**

- Students should have their internships set up by the end of November. Approval forms are due before December 11. Enrollment limits apply.
- Contact Dr. Rickman if you have questions about CFS 193 or if you're not sure if the internship is right for you.

4) What are potential internship sites?

A list of these sites and other related documents will be posted November 1 at <http://fresnostate.edu/jcast/cfcs/students/internship.html>

If you know of a site not on the list you would like to intern with that could offer an opportunity to work directly or indirectly with children and/or families, please email Dr. Rickman to provide her information on the site (including the site's name, their website url, and a statement of how this site meets the requirements for a CFS internship). She will review this and let you know if it qualifies. **Remember: internship hours can not be fulfilled at preschools or day care centers. Students interested in these settings should register for CFS 37 and 139.**

Have a great semester!