

Take The Fright Out of Interning

WELCOME
FUTURE INTERNS!

What is an internship?

- An **internship** is an opportunity offered to potential employees to work in an organization for a designated period of time.

What do you gain during an internship?

- A hands on experience and opportunity to increase your knowledge in a professional setting.

Where can I complete my internship?

- Schools and School Districts
- Medical Clinics and Laboratories
- University of Houston Health Programs
- MD Anderson and other Hospitals
- Government Departments of Health and Hospital Districts
- Private Health Programs and Ventures
- Volunteer Agencies
- HDFS students have considerable flexibility in identifying an internship site. In addition to schools, students may choose from a variety of non-profit, public, or private programs/organizations serving various populations, including teens, homeless families, other special needs populations, and early childhood settings.

What should I consider when searching?

Undergraduate students *must* have
a senior class standing

1. What career path am I interested in?
 - Adults
 - Children
 - Administration
2. Where do I want to do my internship?
3. When do I want to do it?
 - Spring
 - Summer
 - Fall

What do I need to know about Intern Supervision?

Supervisors should be:

- Enthusiastic about the program
- Willing and able to spend time with interns
- Interested in teaching, working with interns
- Knowledgeable in technical areas
- Comfortable providing on-going feedback

How will I be compensated?

- Health students are permitted to internships that offer paid & unpaid positions.
- HDFS Students: HDFS Students: Internship positions are unpaid.
- Students will receive academic credit upon completion of required hours and coursework during the semester.

How do I document my Internship?

- A memorandum of understanding or agreement between the student and the organization.
- Formal feedback in an evaluation format.
- Time log
- Contract agreement between supervisor, student and teacher.

What are the course requirements?

HDFS Intern:

250 Hour Internship for 3 credit hours(4394)
& Class for 3 credit hours (4393)

Health Intern:

160 hours for 3 credit hours (HLT 4392)

To Register for class: Health students need to contact their Health Advisor for registration.

What are the course requirements?

HDFS Nonprofit Intern:

- 480 Hour Internship
- Second semester junior, senior or post baccalaureate
- Completion of the following courses and receive a “B” (3.0) or better before starting the internship matching process:
 SOCW 3354, 3380, 3318
- Over 2.5 GPA overall or within major
- Complete Interview Workshop and Resume Workshop at UH Career Services
- Consent of Nonprofit Leadership Alliance Program Director

Can I use my place of employment as my internship site?

Health: Yes, but internship hours must be committed to work activities outside of normal job responsibilities (ex. special projects and duties outside of your department).

HDFS: As a rule, internship hours may NOT be completed at one's workplace. If the issue presents itself, please discuss with your internship professor.

Where can I find internship sites?

- A complete listing of Health and HDFS sites will be emailed to you and posted to the COE Website shortly.
- Remember, students are not limited to this list. They can locate their own potential sites with the approval of their internship professor.

How do I secure an internship site?

- Once students select an approved internship, they must contact and schedule an interview with the potential site supervisor.
- HDFS Students must register for both HDFS 4393 AND HDFS 4394 and attend a Mandatory Orientation Meeting at the end of the semester prior to their internship semester. An announcement will be sent to all students enrolled in the next semester's course. Prerequisite: HDFS 4317 and HDFS 4319.

When and where is the next
internship fair?

Health and HDFS Internship Fair

Mon., Nov. 16, 2015

11:30 am - 1:30 pm

KIVA

Open to all students

*Remember to dress professionally
and bring a resume.*



SPECIAL THANK YOU TO OUR SPONSORS

