

# Completing the Internship Contract for Housing Studies

Department of Design, Housing, and Apparel

## Information and Documents:

- [Frequently Asked Questions About Internships in Housing Studies](#) – specific information about the internship requirements
- [Internship Learning Agreement \(complete on GoldPASS\)](#) – your proposed learning agreement -- which must be agreed upon by your faculty adviser and internship site supervisor – and internship course registration information
- [CDes Internship Program: Responsibilities & Terms of Arrangement](#) – an outline of the responsibilities of the faculty academic adviser, internship site supervisor and student
- [Internship Guide](#) (online) – general information on finding and preparing for an internship
- [Internship Scholarship](#) – a competitive grant that awards up to \$500 to DHA students in paid or unpaid internships. Applications are available in the rack outside CDes Student Services (12 McNeal Hall) or [online](#).

## Internship Checklist (Be sure to complete these in order.):

- \_\_\_\_\_ **Access and read thoroughly all of the information and documents listed above.**
- \_\_\_\_\_ **Meet with your faculty adviser early in the semester PRIOR TO the semester in which you wish to complete the internship to:**
  - discuss your internship plans and initial ideas about learning goals and objectives,
  - understand the internship requirements and process
- \_\_\_\_\_ **Visit [Career and Internship Services](#) in 198 McNeal Hall for assistance in locating an internship, writing your resume, creating your portfolio, and practicing your interview skills.**
- \_\_\_\_\_ **Meet with the potential internship site supervisor to discuss the possibility of an internship.**
  - Provide him/her with a copy of the [CDes Internship Program: Responsibilities & Terms of Arrangement](#).
  - Arrange the details of the internship with him/her. Discuss your proposed learning goals as well as tasks, projects and responsibilities that will allow you to meet those goals.
- \_\_\_\_\_ **Work with your faculty adviser to finalize your learning goals and objectives.**
- \_\_\_\_\_ **If you will need any accommodations or if you would like to discuss accommodations related to a documented disability, you are strongly encouraged to speak with your faculty adviser and your internship site supervisor, as well as consult with [University of Minnesota Disability Services](#), in preparation for your internship experience.**
- \_\_\_\_\_ **Complete the [Internship Learning Agreement](#) on GoldPASS:**
  1. Log in to your GoldPASS account (If you have not used GoldPASS before, you will be prompted to set up your account before you can complete your Internship Learning Agreement.)
  2. Select “**Complete Internship Agreement**” on the left side of your GoldPASS homepage.
  3. Follow the prompts to complete the form.
  4. Enter your e-signature and click finish. Your completed contract will be **automatically emailed to your internship site supervisor and faculty adviser for approval.**
- \_\_\_\_\_ **Register for HSG 4196 with a permission number:**
  - Once approved by all parties, the DHA office will email you a permission number allowing you to register for HSG 4196.

## IMPORTANT NOTES:

- It is important to register for HSG 4196 for the semester in which you are completing your internship hours.
- Permission to register will not be granted until the contract has been completed in full and all signatures have been obtained.

**QUESTIONS?** Contact your faculty adviser.

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# Frequently Asked Questions About Internships in Housing Studies

## What is an internship?

An internship is an opportunity for you to receive college credit for completion of 300 hours of work at an approved housing-related location.

## When should I do an internship?

As a housing studies major, internships are a required part of your curriculum. You should arrange for an internship during your last year in the program or after you have completed at least one half of all of the courses listed as professional courses in the program (program course requirements and courses in the area of concentration).

## Who will be my faculty internship supervisor?

Your departmental faculty adviser will serve as your internship faculty supervisor. The terms *faculty adviser* and *faculty supervisor* are used interchangeably.

## How do I find a site for an internship?

It is your responsibility to schedule appointments with the appropriate individuals in order to arrange for the internship. You first need to speak with your faculty adviser to discuss possible locations that would fit with your professional goals. Your faculty adviser may not be on staff during the summer to assist you in scheduling an internship for the fall, so you need to plan well in advance. Internship postings are listed in [GoldPass](#), although students frequently find an internship by contacting a work site directly to inquire about internship possibilities. You may also peruse information on internships previously done by DHA students on [InterNetwork](#). Staff in [Career and Internship Services](#) (198 McNeal Hall) can help you.

It typically takes from eight to twelve weeks to locate and complete the arrangements for an internship. Thus, you need to begin looking for an internship **early in the semester prior to the semester in which you wish to actually do the work**. Additional time may be required if you will be working with vulnerable individuals (such as the elderly, children, etc.) at your internship site, because state law requires the agency to complete a background check on you before you begin work.

## How do I get credit for the internship?

You will register for two (2) credits under HSG 4196. When registering, be sure to select the section assigned to your faculty adviser. The class is graded S/N and is based on completion of the terms of the contract, a written report, and an oral presentation. The 300 hours of work toward this requirement begin only after receiving the appropriate approvals and filing the contract with the DHA Office. Your grade will be submitted for HSG 4196 after (1) your internship has been completed, (2) the written report has been submitted, and (3) the oral report has been presented.

The 300 internship hours are typically completed during one academic term – fall, spring or summer semester. It will be very difficult to complete other courses during the semester in which you complete the internship; however, sometimes the internship site supervisor prefers that you spread the 300 hours beyond one semester. It may then be possible to register for other coursework if the class times do not conflict with your internship site work hours.

## What kinds of tasks are expected of me during my internship?

The specific tasks and responsibilities will vary depending on the location and the roles of professionals in that setting. The internship should allow you to participate as a paraprofessional. In most situations, after an orientation period, you should be able to perform at a level they would expect of a newly hired entry-level professional.

In consultation with the faculty supervisor and the internship site supervisor, you will develop the specific learning goals and objectives to be achieved. Keep in mind that you are developing the objectives for your internship just as a class on campus would have objectives in a syllabus. The internship location may have well-defined objectives for interns because they routinely have interns; other locations may be open to developing objectives based on your interests and abilities as long as they fit within the context of that location. These objectives will be recorded in the [Internship Learning Agreement](#).

## What is expected of my internship site supervisor during my internship?

The internship site supervisor is a critical component of a successful internship. Before you begin, the supervisor identifies and approves the tasks you are to complete and your hourly work schedule. During your internship, the supervisor needs to give you enough direction so that you can proceed with the tasks. Initially, this may mean frequent meetings with you on a scheduled basis. As you attain more competence in

the organization, s/he may not need to meet with you as frequently but should be available when necessary. At the end of the internship, the supervisor should complete an evaluation of your work. An evaluation form used by your supervisor in his/her organization is appropriate or s/he may write a letter of recommendation (addressed to "To whom it may concern") about your work performance. You should submit this to your faculty adviser along with your final written report (see below).

### **What do I need to submit for my internship after I've registered for and completed it?**

#### **Final Written Report**

A report that

1. explains the nature of the organization where the internship was completed;
2. summarizes the internship experience, including the projects or tasks on which you worked;
3. evaluates what you felt you gained from the experience and how it relates to your professional goals; and
4. includes an appendix of examples of letters, forms, and other materials that were utilized or completed during the internship.

**NOTE:** Do not include any proprietary and/or confidential information of the organization or their clients/customers. If necessary, blacken out names of individuals.

Your **cover page** should include the following information:

- Your name
- Area of concentration
- Registration term and year
- Beginning and end dates of your internship
- Internship site: name of organization, address and telephone number
- Internship site supervisor: name and title

The **Table of Contents** for your internship report should be as follows:

- I. Background regarding agency, business or organization
- II. Summary of internship experience (projects completed, responsibilities, work tasks)
- III. Self-evaluation of experience (skills gained, link to professional goals, etc.)
- IV. Site supervisor's evaluation (evaluation form and/or letter)
- V. Internship Learning Contract
- VI. Appendix (examples of forms, documents, reports or other materials)

Written reports are due to your faculty supervisor **at least one week prior to the oral report**. Include the information noted below on your cover page. Your report should be presented in a 3-ring binder. These are kept by your faculty supervisor for future reference by students, faculty and others.

#### **Internship Site Supervisor's Evaluation**

An evaluation form (used by your site supervisor in his/her organization) completed by your site supervisor and/or a letter of recommendation about your work (addressed to "To whom it may concern"). A copy of the completed form or letter should be submitted to your faculty supervisor at the time you submit your written report, **at least one week prior to the oral reporting session**.

#### **Oral Report**

In addition to your written report, you are required to present your internship report orally to a group of faculty and students. Your presentation should be approximately 20 minutes long. The presentation session for all internship students in a given term is usually scheduled for three hours at the end of the semester. For summer internships, the presentation session is held at the beginning of fall semester. You are expected to attend the entire session in order to listen to your fellow students' presentations.