HUMAN SERVICES
INTERNSHIP MANUAL
TABLE OF CONTENTS

Introduction.................................................................................................................. page 1
Internship Host Organizations....................................................................................... page 2
Internship Application and Approval Process...............................................................pages 3-4
Liability Insurance Statement......................................................................................... page 5
Professional Ethics........................................................................................................ pages 6-10
Frequently Asked Questions..........................................................................................pages 11-13
Appendix: Required Forms............................................................................................ pages 14-26
INTRODUCTION

One of the key characteristics of USCB’s Human Services program is its experiential nature. Students not only receive instruction in classroom and/or online educational settings but are also required to gain experience in the field. The Human Services program requires three professional internships at sites approved by the internship course instructor. Each course requires at least 120 documented hours of supervised service. This means that at a minimum, students engage in at least 360 documented hours of service. Internships allow students to gain professional experience and increase their understanding of Human Services work. Students apply the theories, concepts and research learned in the program’s interdisciplinary curriculum. The foundation of USCB’s baccalaureate program is a liberal arts education combined with extensive course work in Human Services, Psychology and Sociology.

According the Council for Standards in Human Service Education (www.cshse.org) “Fieldwork provides an environment and context to integrate the knowledge, theory, skills, and professional behaviors that are concurrently being taught in the classroom.” The expectation is that students will use their course work to provide professional and critical analysis and reflection about their experiences in the field to increase the knowledge and skills they need to be effective human services professionals. Furthermore, internships help students build professional contacts and develop their portfolios thus increasing their employability and graduate school opportunities.

The program has four internship courses, the first three are required for graduation and Internship IV is available for elective credit.

HMSV 290- Human Services Internship I
HMSV 298- Human Services Internship II
HMSV 490- Human Services Internship III and Capstone Seminar
HMSV 492- Human Services Internship IV

This manual outlines the requirements, policies and procedures and steps needed to set up and complete the required internships.

Should you have questions about the internships contact your internship instructor or Jim Glasson at glasson@uscb.edu or (843) 521-4163.
Internship Host Organizations

The USCB Human Services program works with each student to identify appropriate internship host organizations. Ultimately, the student has the primary responsibility for locating a potential internship location. Typically host organization organizations have a mission of providing services to individuals, families, groups or communities. Host agencies can be non-profit, for-profit or faith-based organizations. Remember, all host agencies and the course instructor must approve intern job descriptions.

While some of the most significant human services providers in any community are faith-based in their mission it is a requirement that the internship be focused on providing services grounded in the academic disciplines of human services, sociology, and psychology. While engaged in an internship in a faith-based organization, students are expected to refrain from inherently religious activities, such as religious worship, instruction, or proselytization. (If a student would like to perform an internship at their personal place of worship they must note this on the Disclosure/Conflict of Interest Form. The internship course instructor will discuss such a proposed internship with the student prior to the start of their internship and provide supervision during the internship.)

USCB expects host organizations to provide students with a meaningful professional development experience. Host organizations should provide an orientation to the agency and ongoing supervision of the student. The organization should work with the student to develop a job description of internship responsibilities. The course instructor should be notified if at any time during the internship the student or host organization has concerns about the quality of the internship. The host organization is expected to complete an evaluation of the student at the conclusion of the internship.

The following is meant to suggest examples of the kinds of possible internship organizations available in most South Carolina communities.

<table>
<thead>
<tr>
<th>Local/Regional Organization</th>
<th>State and/or National Counterpart</th>
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<tbody>
<tr>
<td>Beaufort County Alcohol and Drug Abuse Department</td>
<td>SC Department of Alcohol and Other Drug Abuse Services</td>
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<tr>
<td>Beaufort County Disabilities &amp; Special Needs Department</td>
<td>SC Department of Disabilities and Special Needs</td>
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<tr>
<td>Department of Social Services</td>
<td>SC Department of Social Services</td>
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<td>Vocational Rehabilitation Department</td>
<td>SC Vocational Rehabilitation Department</td>
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<td>Boys and Girls Club of the Lowcountry</td>
<td>Boys &amp; Girls Clubs of America, clubs throughout South Carolina</td>
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<td>Coastal Empire Community Mental Health</td>
<td>SC Department of Mental Health</td>
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<td>Hope Haven of the Lowcountry</td>
<td>National Children’s Alliance</td>
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<td>Beaufort-Jasper Economic Opportunity Commission</td>
<td>SC Governor’s Office of Economic Opportunity</td>
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<td>Child Abuse Prevention Association of Beaufort County</td>
<td>Children’s Trust of South Carolina</td>
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<td>Citizens Opposed to Domestic Abuse</td>
<td>SC Coalition Against Domestic Violence and Sexual Assault and Affiliates Member Agencies</td>
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<tr>
<td>Beaufort County DHHS (Medicaid)</td>
<td>SC Department of Health and Human Services</td>
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Internship Application and Approval Process

N.B. Under no circumstances are students allowed to begin working at a host agency prior to completing the application and having it approved by the instructor.

CHECKLIST

Students have only 16 weeks in the fall and spring semesters and only 10 weeks in the summer to complete the required minimum of 120 hours for an internship. Therefore students are strongly advised to complete the application and approval process before the semester begins.

Many sites require background checks, medical clearances and other approvals before the student can begin work. Waiting until after the semester starts will likely result in students not finishing the required hours which will adversely affect their grade. Students encountering problems should contact their instructor.

This checklist is meant to provide a guide to finding an internship and having it become an approved internship site.

1. Complete the Internship Application Form and return it via e-mail to your instructor.

2. Schedule an interview appointment with your instructor.

This can be done via telephone, Internet or in person. Your instructor needs to have your Internship Application before the interview is scheduled so he/she can review it.

3. Receive instructor approval for the site you choose before completing subsequent steps.

4. Contact the agency you wish to work at and set up an appointment to discuss internship opportunities.

When you go for your interview bring a copy of your resume and references that you prepared in the HMSV 180 class. You may want revise the resume specifically for the agency you are interested in. Remember, the agency interview works both ways- it’s purpose is for the agency to see if you are a good fit for them and for you to see if they are a good fit for you.
You should also bring with you copies of important internship forms and paperwork that you and your site supervisor will need to sign and use to document and evaluate your internship hours and experience. These include:

- The Job Description Form
- The Work Plan Form
- The Hold Harmless/Indemnification Form
- The Time Sheet that will be left with your supervisor and turned in at the end of the semester with his/her signature to document your hours.
- Agency Evaluation of the Intern Form that will be left with your supervisor and turned in at the end of the semester with his/her signature.

All these forms are listed in the Appendix in this manual and also in the “Documents” section of Blackboard. You can share these forms electronically with your site supervisor if they would prefer them in this format.

5. If the agency offers you a placement and you decide it is a good fit for you, submit the preliminary internship paper work to your instructor.

This includes:

a) Job Description Form signed by site supervisor and student.
b) Work Plan signed by site supervisor and student.
c) Hold Harmless/Indemnification Form signed by agency representative.
d) Disclosure/Conflict of Interest Form signed by student.

6. Receive written approval from your internship course instructor.

Once all documents are submitted to your instructor and he or she sends you a written confirmation that all documents have been received and are approved, then you can begin your internship.

Do not begin your internship until all six steps are completed and you have written approval from your instructor to start your internship.

Also, please go onto Blackboard and carefully review the syllabus for the internship class you are enrolled it to see the schedule for assignments and access to important documents.
LIABILITY INSURANCE

All Human Services students enrolled in one of USCB’s internship courses are insured against professional liability under a plan purchased by the University especially for interning students. Thus, by paying tuition and fees, enrolling in an internship course and following the procedures outline in this manual, students are automatically covered by this policy. Specific details of the parameters of the coverage may be obtained from the Human Services Program Coordinator, Dr. Randy Lamkin.

THIS POLICY DOES NOT, HOWEVER, COVER STUDENTS TRANSPORTING AGENCY CLIENTS IN THEIR PERSONALLY OWNED VEHICLES. THEREFORE USCB’S POSITION ON THE TRANSPORTATION OF CLIENTS BY INTERNING STUDENTS IS AS FOLLOWS:

Students enrolled in USCB’s human services program’s internship courses are not, under any circumstances, to be allowed to transport agency clients as part of their internship experience.
Professional Ethics

USCB Human Services students engaged in internships are expected to conduct themselves in accordance with the Ethical Standards for Human Service Professionals.

Ethical Standards for Human Service Professionals

The following outlines key professional ethics for Human Service Professionals taken from the National Organization for Human Services (NOHS) website. In your internships you are expected to practice these standards which have also been covered in your prior course work. You can view the NOHS website at:

http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals

One of the key ethical principles in human services is confidentiality. While all the standards are important, please pay careful attention to Statements 3 and 4 about confidentiality.

National Organization for Human Services

Council for Standards in Human Service Education Adopted 1996

Preamble
Human services is a profession developing in response to and in anticipation of the direction of human needs and human problems in the late twentieth century. Characterized particularly by an appreciation of human beings in all of their diversity, human services offers assistance to its clients within the context of their community and environment. Human service professionals and those who educate them, regardless of whether they are students, faculty or practitioners, promote and encourage the unique values and characteristics of human services. In so doing human service professionals and educators uphold the integrity and ethics of the profession, partake in constructive criticism of the profession, promote client and community well-being, and enhance their own professional growth.

The ethical guidelines presented are a set of standards of conduct which the human service professionals and educators consider in ethical and professional decision making. It is hoped that these guidelines will be of assistance when human service professionals and educators are challenged by difficult ethical dilemmas. Although ethical codes are not legal documents, they may be used to assist in the adjudication of issues related to ethical human service behavior.

Section I - Standards for Human Service Professionals

Human service professionals function in many ways and carry out many roles. They enter into professional-client relationships with individuals, families, groups and communities who are all referred to as "clients" in these standards. Among their roles are caregiver, case manager, broker, teacher/educator, behavior changer, consultant, outreach professional, mobilizer, advocate,
community planner, community change organizer, evaluator and administrator.[1.] The following standards are written with these multifaceted roles in mind.

The Human Service Professional's Responsibility to Clients

STATEMENT 1 Human service professionals negotiate with clients the purpose, goals, and nature of the helping relationship prior to its onset as well as inform clients of the limitations of the proposed relationship.

STATEMENT 2 Human service professionals respect the integrity and welfare of the client at all times. Each client is treated with respect, acceptance and dignity.

STATEMENT 3 Human service professionals protect the client's right to privacy and confidentiality except when such confidentiality would cause harm to the client or others, when agency guidelines state otherwise, or under other stated conditions (e.g., local, state, or federal laws). Professionals inform clients of the limits of confidentiality prior to the onset of the helping relationship.

STATEMENT 4 If it is suspected that danger or harm may occur to the client or to others as a result of a client's behavior, the human service professional acts in an appropriate and professional manner to protect the safety of those individuals. This may involve seeking consultation, supervision, and/or breaking the confidentiality of the relationship.

STATEMENT 5 Human service professionals protect the integrity, safety, and security of client records. All written client information that is shared with other professionals, except in the course of professional supervision, must have the client's prior written consent.

STATEMENT 6 Human service professionals are aware that in their relationships with clients power and status are unequal. Therefore they recognize that dual or multiple relationships may increase the risk of harm to, or exploitation of, clients, and may impair their professional judgment. However, in some communities and situations it may not be feasible to avoid social or other nonprofessional contact with clients. Human service professionals support the trust implicit in the helping relationship by avoiding dual relationships that may impair professional judgment, increase the risk of harm to clients or lead to exploitation.

STATEMENT 7 Sexual relationships with current clients are not considered to be in the best interest of the client and are prohibited. Sexual relationships with previous clients are considered dual relationships and are addressed in STATEMENT 6 (above).

STATEMENT 8 The client's right to self-determination is protected by human service professionals. They recognize the client's right to receive or refuse services.

STATEMENT 9 Human service professionals recognize and build on client strengths.

The Human Service Professional's Responsibility to the Community and Society
STATEMENT 10 Human service professionals are aware of local, state, and federal laws. They advocate for change in regulations and statutes when such legislation conflicts with ethical guidelines and/or client rights. Where laws are harmful to individuals, groups or communities, human service professionals consider the conflict between the values of obeying the law and the values of serving people and may decide to initiate social action.

STATEMENT 11 Human service professionals keep informed about current social issues as they affect the client and the community. They share that information with clients, groups and community as part of their work.

STATEMENT 12 Human service professionals understand the complex interaction between individuals, their families, the communities in which they live, and society.

STATEMENT 13 Human service professionals act as advocates in addressing unmet client and community needs. Human service professionals provide a mechanism for identifying unmet client needs, calling attention to these needs, and assisting in planning and mobilizing to advocate for those needs at the local community level.

STATEMENT 14 Human service professionals represent their qualifications to the public accurately.

STATEMENT 15 Human service professionals describe the effectiveness of programs, treatments, and/or techniques accurately.

STATEMENT 16 Human service professionals advocate for the rights of all members of society, particularly those who are members of minorities and groups at which discriminatory practices have historically been directed.

STATEMENT 17 Human service professionals provide services without discrimination or preference based on age, ethnicity, culture, race, disability, gender, religion, sexual orientation or socioeconomic status.

STATEMENT 18 Human service professionals are knowledgeable about the cultures and communities within which they practice. They are aware of multiculturalism in society and its impact on the community as well as individuals within the community. They respect individuals and groups, their cultures and beliefs.

STATEMENT 19 Human service professionals are aware of their own cultural backgrounds, beliefs, and values, recognizing the potential for impact on their relationships with others.

STATEMENT 20 Human service professionals are aware of sociopolitical issues that differentially affect clients from diverse backgrounds.

STATEMENT 21 Human service professionals seek the training, experience, education and supervision necessary to ensure their effectiveness in working with culturally diverse client
The Human Service Professional's Responsibility to Colleagues

STATEMENT 22 Human service professionals avoid duplicating another professional's helping relationship with a client. They consult with other professionals who are assisting the client in a different type of relationship when it is in the best interest of the client to do so.

STATEMENT 23 When a human service professional has a conflict with a colleague, he or she first seeks out the colleague in an attempt to manage the problem. If necessary, the professional then seeks the assistance of supervisors, consultants or other professionals in efforts to manage the problem.

STATEMENT 24 Human service professionals respond appropriately to unethical behavior of colleagues. Usually this means initially talking directly with the colleague and, if no resolution is forthcoming, reporting the colleague's behavior to supervisory or administrative staff and/or to the Professional organization(s) to which the colleague belongs.

STATEMENT 25 All consultations between human service professionals are kept confidential unless to do so would result in harm to clients or communities.

The Human Service Professional's Responsibility to the Profession

STATEMENT 26 Human service professionals know the limit and scope of their professional knowledge and offer services only within their knowledge and skill base.

STATEMENT 27 Human service professionals seek appropriate consultation and supervision to assist in decision-making when there are legal, ethical or other dilemmas.

STATEMENT 28 Human service professionals act with integrity, honesty, genuineness, and objectivity.

STATEMENT 29 Human service professionals promote cooperation among related disciplines (e.g., psychology, counseling, social work, nursing, family and consumer sciences, medicine, education) to foster professional growth and interests within the various fields.

STATEMENT 30 Human service professionals promote the continuing development of their profession. They encourage membership in professional associations, support research endeavors, foster educational advancement, advocate for appropriate legislative actions, and participate in other related professional activities.

STATEMENT 31 Human service professionals continually seek out new and effective approaches to enhance their professional abilities.

The Human Service Professional's Responsibility to Employers

STATEMENT 32 Human service professionals adhere to commitments made to their employers.
STATEMENT 33 Human service professionals participate in efforts to establish and maintain employment conditions which are conducive to high quality client services. They assist in evaluating the effectiveness of the agency through reliable and valid assessment measures.

STATEMENT 34 When a conflict arises between fulfilling the responsibility to the employer and the responsibility to the client, human service professionals advise both of the conflict and work conjointly with all involved to manage the conflict.

The Human Service Professional's Responsibility to Self

STATEMENT 35 Human service professionals strive to personify those characteristics typically associated with the profession (e.g., accountability, respect for others, genuineness, empathy, pragmatism).

STATEMENT 36 Human service professionals foster self-awareness and personal growth in themselves. They recognize that when professionals are aware of their own values, attitudes, cultural background, and personal needs, the process of helping others is less likely to be negatively impacted by those factors.

STATEMENT 37 Human service professionals recognize a commitment to lifelong learning and continually upgrade knowledge and skills to serve the populations better.
Frequently Asked Questions

1. **What are the prerequisite courses I need before I can take an internship class?**

The University’s Bulletin outlines the prerequisites needed for each internship course.

For **Internship I** you need to have taken SOCY 101, PSYC 101, HMSV 180, 190, and 280 or permission of instructor.

For **Internship II** you need to have taken all the above and HMSV 290 or permission of instructor.

For **Internship III** you need to have taken all the above and HMSV 298, 300 and 302 or permission of instructor.

For **Internship IV** you need to have taken all the above and HMSV 490 or permission of the instructor.

2. **I have taken internship or practicum courses in Human Services or a related discipline (such as education or nursing) in the past at an accredited college, can I count them as an Internship at USCB?**

USCB does accept Human Services Internships or Field Experiences from other colleges as long as they meet the 120 hour minimum requirement, counted for at least 3 academic credits and the student received a grade of C or better in the course.

If the internship was taken in an academic program besides Human Services then your Human Services academic advisor needs to review your transcript to assess its transferability and equivalency. We typically allow students to use one internship or practicum from another related discipline if the student can document the hours and has a grade of C or better. Contact your academic advisor for more information.

3. **While I have not taken a practicum or internship course in a college I have worked in the field of Human Services for quite some time. Can I use this past experience and receive credit for one or more internships?**

No. Remember, the purpose of the internship is to allow the student to apply the theories, concepts and research they are learning in their course work to the experience they are having in the field.
4. I am currently working at a human services agency. Can I use my job as my internship?

Yes, if your instructor agrees that it is an appropriate placement, the required paper work is submitted and the site supervisor has at least a bachelor’s degree in Human Services or a related field. However, remember you can only do two internships at any one site.

5. Can I take more than one internship course in the same semester?

No.

6. How many internships can I do at the same site?

Students may do two internships at the same site if the duties and responsibilities are different for each.

7. Can I do more than the three required internships?

Yes. Students can do a fourth internship by registering for HMSV 492. A fourth internship is not required but could be taken for elective credit.

8. How can I find an internship site in my community that works with the population or issue I am interested in?

One of the best sources to find agency information is by contacting the United Way that works in the community you wish to do your internship in. They typically have directories of local agencies.

Your instructor can also help you find potential agencies that work in your area of interest. During the required interview with your instructor you can discuss this.

9. What if I am having problems at my internship site? What should I do?

First and foremost, discuss the issues with your site supervisor and see if an agreeable solution can be worked out. You can also seek advice from your instructor. The instructor can provide guidance and support and mediate disputes if necessary. (Please review the Ethical Standards from the National Organization for Human Services above, particularly Statements 22-25 about Responsibility to Colleagues and Statement 35 about Responsibility to Employers.)

10. How can I and my site supervisor sign required forms and get them to my instructor?

There are two ways this can be done.

Option 1: Forms can be completed, printed, then signed in writing and scanned electronically. These can be sent to your instructor as an e-mail attachment.
Option 2: Forms will also be considered signed if they are completed and then attached to an e-mail sent from the official USCB e-mail address of the student or from an official agency e-mail address of your site supervisor that includes their name and agency name in the e-mail address. If you or your supervisor use Option 2, please include the following text in the e-mail: “I agree that by sending the attached forms from this e-mail address I considered the documents signed with my signature.” This e-mail will be kept with the forms as signature documentation.
APPENDIX:

REQUIRED FORMS

- APPLICATION
- JOB DESCRIPTION
- WORK PLAN
- INDEMNIFICATION/HOLD HARMLESS
- DISCLOSURE/CONFLICT OF INTEREST FORM
- TIME SHEET
- AGENCY EVALUATION OF INTERN
- INTERN EVALUATION OF AGENCY
HUMAN SERVICES INTERNSHIP APPLICATION

NAME:__________________________________________ DATE:___________

ADDRESS:____________________________________________________________________

PHONE:____________________ USCB E-MAIL:________________________

VIP ID#:____________________

SEMESTER & YEAR:____________________ INTERNSHIP # (I, II, III or IV)________


Previous Agency Experience (Please list your previous human services experience as intern, volunteer or employee).

<table>
<thead>
<tr>
<th>Agency</th>
<th>Dates</th>
<th>Role</th>
<th>Key Responsibilities</th>
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</table>

Internship Preference (please prioritize the population or issues you would like to work with and if you have a specific agency or organization please provide its name, address, and primary mission or focus of services.)

Location (What city or town and county and state do you want to do your internship in?)
**Availability** (please check days and fill in time when you are available.)

- ___ Sunday from________ to________
- ___ Monday from________ to________
- ___ Tuesday from________ to________
- ___ Wednesday from________ to________
- ___ Thursday from________ to________
- ___ Friday from________ to________
- ___ Saturday from________ to________

**Reliable Transportation** Do you have reliable transportation?

- ___ YES
- ___ NO

**Criminal History** Have you ever been convicted of a crime other than minor traffic violations?

(A yes answer to this question will not necessarily bar you from obtaining an internship. The nature, severity and date of the offense in relation to the position for which you are applying are considered.)

- ___ YES
- ___ NO
- ___ NO RESPONSE

**STUDENT SIGNATURE**

By signing this page the student confirms that their responses in this application are true, and that they have read and agree to abide by the Ethical Standards in this manual and also follow the no transportation of agency client policy also in this manual.

Student Signature________________________________________________________

Printed Name__________________________________________________________

Date___________________

---

E-mail this application to your instructor and set up an appointment for the required interview. DO NOT begin your internship until you receive his or her approval. This application will be shared with your host agency. Remember, some agencies may require various background checks and/or health screenings.
HUMAN SERVICES INTERNSHIP
JOB DESCRIPTION

STUDENT NAME:
POSITION TITLE:
AGENCY:
STATUS:
REPORTS TO:

JOB SUMMARY:

ESSENTIAL FUNCTIONS:

QUALIFICATIONS:
1. 
2. 
3. 
4. 

BENEFITS TO INTERN:

WORKING CONDITIONS: (days, hours, appropriate dress, etc)

________________________________________________________________________
Intern __________________________ Date

________________________________________________________________________
Supervisor _______________________ Date

________________________________________________________________________
Supervisor’sHighestDegreecompleted(e.g.MastersofSocialWork,BachelorsofPsychology,etc.)

Supervisor’s Phone # and E-mail Address:
HUMAN SERVICES INTERNSHIP

WORK PLAN

This document should be completed and signed by both the student intern and the host agency site supervisor. It’s purpose is to outline the days and times of the intern’s work schedule so that both the intern and the site supervisor have clear expectations of when the student is available.

1. This internship will begin on ____________________________
   and conclude on ____________________________

2. The days of the week and times the intern will work will be:

3. Appropriate dress for work at the agency is:

4. The student intern will receive an orientation to the agency, its vision and mission, its major services and relevant policies and procedures.

Student Signature______________________________________ Date________
Printed Name_______________________________________________

Site Supervisor Signature_______________________________________ Date_______
Printed Name________________________________________________
Indemnification and Hold Harmless

The undersigned does hereby agree to indemnify and save harmless Beaufort County and/or the University of South Carolina - Beaufort, their officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney fees for trial and on appeal of any kind an nature to the extent arising or growing out of or in any way connected with the negligent performance of services, by the undersigned, its agents, servants or employees.

Agency Rep: ________________________________

Printed Name: ______________________________

Title: ______________________________________

Agency: _________________________________

Address: __________________________________

________________________________________

Date: _____________________________________
HUMAN SERVICES INTERNSHIP
DISCLOSURE/CONFLICT OF INTEREST FORM

STUDENT NAME________________________________________   DATE:________________

INTERNSHIP # (I, II, III or IV)____________ SEMESTER & YEAR_______________

APPROVED INTERNSHIP AGENCY_____________________________________________

ADDRESS_________________________________________________________________

SITE SUPERVISOR NAME_____________________________________________________

1. Have you had in the past, or do you currently have personal and/or professional relationships with the agency you have chosen to do your internship in?
   _____YES   _____NO
   
   If YES, please explain:

2. Have you in the past, or do you currently have personal and/or professional relationships with the site supervisor who will oversee you in your internship?
   _____YES   _____NO

   If YES, please explain:

Student Signature ___________________________________________ Date ______________
# Internship Time Sheet

| Student Name: __________________________ | Sponsoring Institution: ________ |

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**Total Hours Served for Internship Credit:** ____________

**Name of Agency/Organization:** __________________________

**Supervisor Signature** ________________

**Student Signature** _________________
University of South Carolina Beaufort
Agency Evaluation of Human Services
Student Intern

Student Name: ______________________
Agency Name: ______________________
Intern's Job Title: ____________________

Briefly describe the main activities the intern performed this semester:

a) ____________________________________________________
b) ____________________________________________________
c) _______________ ________________________________
d) ____________________________________________________

Please use the following scale to rate the intern’s performance for the items listed below. Place the appropriate number in the space before each item and feel free to make comments in the space after each item.

Excellent  5
Very Good  4
Average    3
Poor       2
Very Poor  1
Don't Know DK

_____ Attendance.

_____ Punctuality.

_____ Attire and grooming for work.

_____ Treated those they work with (program participants/clients) with respect and dignity.

_____ Treated staff colleagues and superiors with respect and dignity.

_____ Ability to identify and maximize program participants/client assets, strengths and resources while working with them.

_____ Comprehends and follows instructions and policies and procedures.

_____ Enthusiasm for the overall mission and activities of your organization.
Understands the principle of confidentiality.

Practices the principle of confidentiality.

Adjusts to changes in assignments and schedules.

Accepts helpful or constructive criticism concerning duties and responsibilities.

Carries out assignments per instructions.

Functions independently.

Computer literacy and ability to use technology.

Overall professionalism.

A potential candidate in your organization for a job opening with similar duties and responsibilities as the internship.

Additional Comments: __________________________________________________________

Please list a few of the intern’s assets or strengths that will serve him/her well in a career in human services:

Please list a few areas where the intern could improve:

Feel free to add additional comments:

Supervisor’s Title
(Also please indicate your highest level of education. Supervisor must hold a Bachelor's or higher)

Organization ______________________________________________

Printed Name ______________________________________________

Supervisor’s Signature ___________________________ Date: _________________
Student Internship Evaluation of Site

Student Name: ____________________________ Date: ________
Host Agency: ________________________________
Name of Site Supervisor: _______________________

In order to improve the quality of our internship experiences, students are asked to complete the following evaluations of their host agency and the value of their experience. Only Professor Glasson and Fred Leyda will see this instrument so please feel free to be honest.

1. Overall, how would you evaluate your internship experience this semester? (Please circle your response)

1 2 3 4 5
very poor poor average good excellent

Comments:

2. How did the job description you received from your host agency at the start of your internship match up with the duties and responsibilities you were actually assigned?

1 2 3 4 5
no match usually sometimes usually always
not a match a match a match a match

Comments:

3. Did you receive an orientation to your host agency and your duties and responsibilities as an intern? (Circle one)

Yes    No

If yes, how would you rate this orientation?

1 2 3 4 5
very poor poor average good excellent
Comments:

4. Did you receive other training (besides an orientation) from your host agency? (Please circle one)

Yes
No

If yes, please briefly describe this training (the topics and number of hours):

If yes, how would you rate this training?

1  2  3  4  5
very poor  poor  average  good  excellent

Comments:

5. How well did the courses you have taken as part of the Human Services Program here at USC-B prepare you for your internship?

1  2  3  4  5
not helpful  not very helpful  somewhat helpful  very helpful  extremely helpful

Comments:

6. Please place a check next to each course that you found helpful while you were in the field.

_____ Personal and Professional Development in Human Services
_____ Introduction to Human Services
_____ Human Services Interventions I
_____ Human Services Interventions II
_____ Human Service Evaluation
_____ Leadership and Professional Ethics in Human Services
_____ Introductory Sociology
_____ Introduction to Psychology
_____ Other Sociology course(s). Please specify:
_____ Other Psychology course(s). Please specify:
_____ Other course(s). Please specify:

7. Would you recommend the host agency you served in to a friend as an internship placement? (Please circle one)

Yes  No

Why or why not?

8. What would have made your internship a better learning experience?

THANK YOU!