

INTERNSHIP MANUAL
Child Development
DIVISION OF FAMILY & CONSUMER SCIENCES



CLEVELAND, MS 38733
2013-2014

Updated: July 2013

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COURSE SYLLABUS

Course Description

FCS 488 Internship in (area of Family and Consumer Sciences). Supervised professional experience in selected area, including child development. Prerequisite: meet specified criteria. 3 or 6.

General course objectives:

1. Gain profitable learning experiences through working closely with professionals in the field.
2. Attain greater depth of learning by application of course material to on-the-job experiences.
3. Understand the significance of academic courses and their application to work experience.
4. Understand position responsibilities through interaction with personnel on a formal and informal basis.
5. Understand the relationship between the internship course and career goals.
6. Develop a better understanding of career professionalism.
7. Establish contact with professional personnel.
8. Think in terms of a variety of job possibilities.
9. Make a wise career selection based on firsthand knowledge.

Guidelines for Tardy Work

Points will be deducted for late work. Late is defined as being turned in after the scheduled due date. Work turned in after the due date will be drop a letter grade for EACH day turned in late.

Assigned Requirements

All written assignments are to be completed by word processing. Computer labs are available on campus in Kethley, Jobe, and Ewing. Any students needing assistance with writing skills should visit the Writing Center on campus. Students may turn in all assignments by e-mail.

University Policy on Cheating and Plagiarism

Cheating and plagiarism are not to be tolerated. If it is established beyond a reasonable doubt that a violation has occurred, instructors may determine the penalty, or may report the offense to the division/department chair and the dean of the school. The usual penalty involves a grade of zero on the test, examination, or paper in question. If cheating or plagiarism is suspected, but not established beyond a reasonable doubt, the instructor may require the student to take another test or submit another paper. A second offense by any student should be reported immediately for more stringent action.

Accommodation of Disabilities

It is the responsibility of students who have professionally diagnosed disabilities to notify the instructor so that necessary and/or appropriate modifications can be made to meet any special learning needs.

THE INTERNSHIP PROGRAM

An internship is a “temporary period of supervised work that provides opportunities to develop skills to test abilities and career interest, and to systematically examine institutional cultures in a chosen academic field of study.” (Zauderer) This manual provides criteria for eligibility and other information to enable students to apply for and complete an internship in Child Development.

Internship Supervisor

Mrs. Stephanie Farris, MEd
Division of Family and Consumer Sciences
Box 3273
Delta State University
Cleveland, MS 38733
Office Phone: 662-846-4320
sfarris@deltastate.edu
Office Fax: 662-846-4314

Credit Hours

3 hours: 200 working hours, (5 weeks at 40 hours or similar)
6 hours: 400 working hours, (10 weeks at 40 hours or similar)

BACKGROUND INFORMATION

Child Development

The program in Child Development originally required a student teaching experience, after which the graduates received N-K certification. When the State Department of Education deleted the N-K certification, the Division realized the benefit of students spending an extended period of time in a “real-world” situation. The internship was encouraged for a number of years and later was required. The program provides opportunities to apply a field experience in which the student assumes major responsibility for a full range of teaching and caregiving duties for a group of young children.

Students with a concentration in Child Development who are interested in taking the Praxis II can enroll to take the Early Childhood Education (Child Development Pre-K and K only) test number **(0021)**. Individuals receiving a scaled score of 550 or better will receive a license to teach from the Mississippi State Department of Education.

CRITERIA FOR ELIGIBILITY FOR THE INTERNSHIP

1. Junior or senior standing
2. Family and Consumer Sciences major with concentration in Child Development
3. 2.5 cumulative GPA in all coursework **OR** a 3.0 in Family and Consumer Sciences coursework
4. Previous work experiences courses highly recommended
5. Completion of specified coursework*
6. Completion of internship application **two semesters** prior to expected internship.
7. Completion of required faculty/teacher recommendation **two semesters** prior to expected internship.
8. FBI Fingerprint letter
9. Background check
10. Form 121 (Shot Record)
11. Current Transcript
12. Approval for internship by an Internship Committee

*** Required Coursework for Child Development**

Child Development

FCS 270	Individual & Family Development
FCS 326	Child Development
FCS 330	Infant Development
FCS 377	Methods and Materials for Preschool Programs
FCS 378	Principles and Procedures for Preschool Programs

REQUIREMENTS FOR ADMISSION INTO THE INTERSHIP PROGRAM

1. During the freshman or sophomore year, try to obtain work experience related to your field. However, work experience of any kind is a positive factor in preparation for the internship.
2. Complete the Admission Form and return to the appropriate faculty supervisor or to the Chair of the Division of Family and Consumer Sciences. Submit admission form during week of pre-registration according to the following schedule.

At preregistration in the Fall: students apply for internships to be performed the following **Summer**

At preregistration in the Spring: students apply for internships to be performed the following **Fall** or **Spring**

3. Secure faculty recommendations for admission into the internship program. Child Development majors must have one Faculty Recommendation from Mrs. Stephanie Farris, Child Development Center Director, two from other Family & Consumer Sciences faculty members, and five from the Child Development Center teachers.
4. Completed applications will be reviewed by an Internship Committee and the student will be notified of acceptance or denial of admission before the completion of the semester in which the application is made. A negative evaluation from a Child Development teacher will probably prevent a student from being admitted into the Internship program.
5. Admission will be determined by the Internship Committee using these criteria as guidelines:
 - A. Eligibility requirements
 - B. Students's abilities
 - C. Students's career interests and preferences
 - D. Faculty & Teacher Recommendations
 - E. In Child Development, internship candidates must be approved by teachers in the Child Development Center.
6. **One semester before** the planned internship experience, schedule a conference with the faculty supervisor to discuss placement.
7. All students will be placed in the Child Development Center classrooms unless there are extenuating circumstances.
8. For Child Development majors, payment of \$50.00 for fingerprinting is required by licensure. This is due the first week of enrollment in FCS 377 or FCS 330. We will not accept letters or e-mails from previous employers. We must have the original letter.

ENROLLMENT PROCEDURES FOR THE INTERNSHIP

1. Enroll in the internship course FCS 488, the Child Development section. As part of the course, all students must participate in a seminar before they begin their internship.
2. Students are discouraged from taking other courses during the 5 or 10 week internship work period. In rare circumstances, work experiences may be approved for the Fall or Spring semester. In such cases, students who need to take another course should discuss these scheduling problems with the faculty supervisor of the internship program. Under no circumstances during the work experience may a student take more than twelve hours, including the intership. Students in internship need to be able to schedule blocks of uninterrupted work time. This uninterrupted time should be a minimum of 5 hours per day. Inability to do this will negatively impact the internship experience for the student and for the employer. This will reflect negatively on Delta State. Under no circumstances should a student try to maintain outside employment in addition to the internship experience. It interferes with the student's availability for the internship experience.
3. An FBI letter, background check, current transcript, and Form 121 (shot record) must be completed **before** a student can be accepted for internship.

**FAMILY AND CONSUMER SCIENCES INTERNSHIP PROGRAM
ADMISSION FORM**

Name _____ Student ID # _____ Date _____

Major _____ Minor _____

Anticipated Term for Internship:

Fall _____ Spring _____ Summer _____
Year Year Year

Print a copy of your transcript, attach to this form and submit to the Division Secretary.

Office Use Only

GPA(overall) _____

GPA(FCS Coursework) _____

Faculty Recommendation Forms *must be completed according to guideline #7 on page 6 of this manual.*

Child Development Center Teacher Recommendation Form

Student _____

1- Ineffective, Unacceptable Practice

3- Acceptable, Safe to Practice

4- Effective Practice

2- Marginally Acceptable Practice

5- Outstanding Practice

	Rating
COMMUNICATION AND INTERACTION	
Uses acceptable written, oral, and nonverbal communication	
Interacted frequently with affection and interest	
Talked and sang with children frequently and read stories	
Spoke in a positive and courteous manner with appropriate tone of voice	
TEACHING FOR LEARNING	
Displayed enthusiasm for teaching and learning	
Used best practices	
MANAGING THE LEARNING ENVIRONMENT	
Analyzed the environment to enhance relationships, motivation, and learning	
PROFESSIONALISM AND PARTNERSHIPS	
Accepted constructive criticism in a positive manner	
Followed school policies and procedures	
Maintained a high level of competence and integrity in the practice of the profession	
Arrived to lab/class on time and avoided absences	

Would you want this person working for you?

___ Yes ___ No

Comments:

Child Development Center Teacher Recommendation Form

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Would you want this person working for you?

___ Yes ___ No

Comments:

**FAMILY AND CONSUMER SCIENCES INTERNSHIP PROGRAM
INSTRUCTOR RECOMMENDATION FORM**

To: _____ (name of faculty)

_____ has applied for admission into the Family and Consumer Sciences Internship Program (Child Development) at Delta State University. As you know, many factors other than GPA should be considered in order to admit deserving students into our internship program. Having previously taught this student, you are in a position to help with the final decision.

Please circle the word after each characteristic listed below that BEST describes the above-named student.

- | | | | |
|--------------------------------|-------------|---------------|-------------|
| 1. Ability to mix with people: | Natural | Fairly Good | Doubtful |
| 2. Leadership quality: | Outstanding | Average | Low |
| 3. Ability to learn: | Quick | Average | Low |
| 4. Accepts criticism: | Readily | Indifferently | Reluctantly |
| 5. Dependable: | Very | Average | Low |
| 6. Initiative: | High | Average | Low |
| 7. Common sense: | High | Average | Low |
| 8. Appearance | Very neat | Neat | Careless |

Would you want this person working for you? _____ Yes _____ No

Faculty Signature _____ Date _____

**RETURN TO:
Child Development Majors return form to:**

Mrs. Stephanie Farris
Division of Family & Consumer Sciences
P.O. Box 3273, DSU
Cleveland, MS 38733

**FAMILY AND CONSUMER SCIENCES INTERNSHIP PROGRAM
TEACHER RECOMMENDATION FORM**

To: _____ (name of faculty)

_____ has applied for admission into the Family and Consumer Sciences Internship Program (Child Development) at Delta State University. As you know, many factors other than GPA should be considered in order to admit deserving students into our internship program. Having previously taught this student, you are in a position to help with the final decision.

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Would you want this person working for you? _____ Yes _____ No

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