The Master of Science in Applied Family and Child Studies provides professional career enhancement for careers in Child Development settings (FCNS 631), Family Social Services (FCNS 632), and Parent Education (FCNS 638). The following information is intended to help students choose the internship experience which is appropriate to meet their career goal.

The appropriate checklist must be filled out by the faculty member who agrees to be the faculty liaison for the internship. Exceptions to the prerequisites must be approved by at least one faculty member and the coordinator of family and child studies.

**Students must plan ahead.** For example, if you desire a Fall internship, seek out your advisor by **March** of the preceding year. **(Spring:** early **September** of the preceding year; **Summer:** early **January** of the current year).

FCNS 631 is for students who are prepared to work with young children and their families in settings that are primarily focused on facilitating children’s development. Enrollment in FCNS 631 requires prior academic preparation and/or work experience in child development. Students who wish to enroll in FCNS 631 and who lack the prior academic background or work experience can make up the courses as part of their coursework toward their Master’s degree.

FCNS 632 is for students who wish to work in a social service setting with couples, families with school age children or adolescents, or with adults and the elderly. Enrollment in FCNS 632 requires prior academic preparation and/or work experience in family social services. Students who wish to enroll in FCNS 632 and who lack the prior academic background or work experience can make up the courses as part of their coursework toward their Master’s degree.

FCNS 638 is for students wishing to gain experience working with adults in parent education and/or family life education settings. Enrollment in FCNS 638 requires prior academic preparation and/or work experience with children, youth, or families. Students who wish to enroll in FCNS 638 and who lack the prior academic background or work experience can make up the courses as part of their coursework toward their Master’s degree.

**Note:** Advisor refers to the student’s assigned academic advisor
Faculty Liaison refers to the faculty member who agrees to work with the student and supervise the internship. The two may or may not be the same person.
AFCS INTERNSHIP PRE-ENROLLMENT TRACKING
Northern Illinois University
School of Family, Consumer, and Nutrition Sciences
Applied Family and Child Studies (AFCS)

631
- Completion of a minimum of 9 credit hours in AFCS, excluding FCNS 604 and ETR 521 or 522;
- Previous employment for at least 1 year in a licensed childhood program or other professional setting related to young children and their families, OR the equivalent of the following:
  - 50 hours of approved community-service work,
  - Supervised on-campus practicum (FCNS 490/590),
  - Both guidance and planning courses (FCNS 330, 331, 331A or equivalent),
  - A parent-child interaction course (FCNS 437/537),
  - An early childhood professional programs course (FCNS 434/534),
  - FCNS 637;
- Provide written proof of a fingerprint-based criminal background check in compliance with DCFS’ policies; and
- Consent of school

632
- Completion of a minimum of 9 credit hours in AFCS, excluding FCNS 604 and ETR 521 or 522;
- Previous employment for at least 1 year in a social service program or family therapy setting, or the equivalent of all of the following:
  - 50 hours of approved community-service work,
  - FCNS 382 or CAHC 540 (Group Counseling Theories and Procedures),
  - FCNS 481 or 692;
- Provide written proof of a fingerprint-based criminal background check in compliance with DCFS’ policies; and
- Consent of school

638
- Undergraduate course work in child or adolescent development, including principles of guidance (FCNS 330 or equivalent),
- Completion of course content in ethics (FCNS 434/534, 481, or 692) or equivalent;
- Completion of a minimum of 9 credit hours in AFCS, excluding FCNS 604 and ETR 521 or 522, including:
  - FCNS 438/538
  - One other content course related to the focus of the practicum: ________________
- Completion of or co-enrollment in FCNS 637 or FCNS 684
- Consent of school

Print Student Name: ___________________________________________ ZID# ________________________

General Interest for Internship: ________________________________________________________________

I, ___________________________________ have verified that the above
student has completed the above coursework and other requirements.

_________________________________ (Faculty Advisor’s Signature)  (Date)

Faculty Advisor Permission

I, ___________________________________ agree to serve as a liaison for the
above student during the ___________ semester of 20___ .

_________________________________ (Faculty Liaison’s Signature)  (Date)

Faculty Liaison Permission
OVERVIEW OF GRADUATE INTERNSHIP IN COMMUNITY PROGRAMS:
FCNS 631: CHILD DEVELOPMENT
Northern Illinois University
School of Family, Consumer, and Nutrition Sciences (FCNS)
Applied Family and Child Studies (AFCS)

General Considerations:

1) FCNS graduate students may seek supervised internships that will contribute to their professional goals of working with young children and/or their families. While it is advisable for graduate students to check with their faculty advisors for ideas about possible internship locations, they should not hesitate to investigate new possible locations.

2) Eligible Students: Master of Science candidates in Applied Family and Child Studies, School of Family, Consumer, and Nutrition Sciences. Prerequisites for enrollment are:
   a) completion of a minimum of 9 graduate semester hours in applied family and child studies;
   b) previous full-time employment for at least one year in a licensed early childhood program or other professional setting related to young children and their families, OR the equivalent of the following: supervised on-campus internship (FCNS 490/590), two guidance and planning courses (FCNS 330, FCNS 331; and FCNS 331A or 50 hours of approved community-service work), a parent-child interaction course (FCNS 437/537), and an early childhood professional programs course (FCNS 434/534);
   c) FCNS 637;
   d) Provide written proof of a fingerprint-based criminal background check in compliance with DCFS’ policies;
   e) consent of faculty member who has agreed to be the student’s faculty liaison for the internship, indicated by faculty member’s dated signature on the “Internship Tracking Form;” and
   f) consent of department, indicated by department chair’s signature on the Contract for Individual Instruction Courses form.

Exceptions to the prerequisites must be approved by at least one child development faculty member and the coordinator of family and child studies.

3) FCNS graduate students may receive semester-hour internship credit (FCNS 631), provided that the following conditions are met:
   a) students must plan ahead. For example, if a Fall internship is desired, student should seek out a faculty liaison by March of the preceding year;
   b) the internship must be supervised by an on-site supervisor who has a master's degree and at least one year of relevant experience. Exceptions must be approved by at least two FCS faculty members;
   c) the internship site and internship job description must be approved by both the on-site supervisor and the student's faculty internship supervisor. NOTE: Any FCS faculty member may serve as the faculty internship supervisor. The student should approach the faculty member whom they desire to have as an advisor and negotiate an agreement. If a faculty member feels that s/he is not in the best position to advise the internship, s/he may recommend another faculty member; AND
   d) Summer registration is dependent upon faculty availability.

4) Each credit hour of internship (FCNS 631) is equivalent to 80 hours of internship work. Only six credit hours of internship may apply toward the master's degree. Interns will:
   a) gain an understanding of the overall structure, functions, and operations of an early childhood organization, including programs, children and their families, funding, administration, program development, and relationships with other agencies;
   b) gain an understanding of the role of the professional and, as appropriate, the role of administrator, including job responsibilities, methods of change and intervention;
   c) test and develop techniques and skills common to the professional field, such as observation, assessment, interviewing, reporting and evaluating in both written and oral form. These include program development, implementation, and administration, so that the students could be employable in the organization or a similar one; AND
Prior to Beginning the Internship:

1) The intern will consult with the faculty member who has agreed to act as faculty liaison, using the AFCS Internship Pre-Enrollment Tracking form, and will obtain the faculty advisor’s and faculty liaison’s signatures on the form.

2) The intern will provide copies of his/her resume to the internship supervisor and the faculty internship liaison.

3) Sites will be selected from a list of sites with which the AFCS program has affiliation agreements. Students wishing to use a site that is not on the list should contact the FCS area coordinator.

4) The intern will create a Graduate Intern Job Description, secure a signature from the agency internship supervisor, and file it with the NIU faculty internship liaison, with a copy to the FCNS Graduate secretary.

5) The intern will complete, sign, and file a Graduate Intern Agreement form with the faculty internship liaison with a copy to the FCNS Graduate secretary.

6) The intern will sign the Policy for Dismissal From Internship form required by the university and file this signed form with the faculty internship liaison, with a copy to the FCNS Graduate secretary.

7) The intern will complete a Permit for Individual Instruction form and return it to the faculty internship liaison before enrolling for internship credit.

8) The intern will enroll in the appropriate number of internship (FCNS 631) credits, determined in collaboration with the faculty internship liaison.

During the Internship:

1) The faculty internship liaison may request the student intern to keep a daily or weekly log of activities. The interns should check with his/her faculty internship liaison to determine the appropriateness of such a log. The intern is also expected to complete at least one (1) project that will remain at the internship site.

2) Students pursuing certification or credentialing should enquire from the certifying organization about the necessity of keeping a time log.

At the End of the Internship Period:

1) The intern will submit a typed paper (5-10 pages) to the faculty internship coordinator covering the following areas:
   a) Describe the purpose and structure of the internship site (agency).
   b) Describe your duties and accomplishments as an intern, and how they relate to the internship site.
   c) What were the most helpful and least helpful aspects of the internship to you?
   d) Describe ways in which you used course materials from your graduate program at the site. Give specific examples.
   e) In what specific ways have your professional skills improved during the course of the internship?
   f) How could this internship be improved?

2) The intern will submit a Graduate Intern Evaluation Form to the immediate supervisor (clinical and non-clinical interns use separate forms). The supervisor will complete this form, discuss the evaluation with the intern, and return it to the faculty internship liaison. A copy of the evaluation will be provided to the area coordinator to be used (anonymously) in program assessment.

3) The intern will complete an Agency Evaluation form, discuss it with the internship site supervisor, and give a copy to the faculty internship coordinator.
General Considerations:

1) FCNS graduate students may seek supervised internships that will contribute to their professional goals of working with couples, families with school age children or adolescents, or with adults and the elderly. While it is advisable for the graduate students to check with his/her faculty advisor for ideas about possible internship locations, he/she should not hesitate to investigate new possible locations.

2) Eligible Students: Master of Science candidates in Applied Family and Child Studies, School of Family, Consumer, and Nutrition Sciences. Prerequisites for enrollment are:
   a) Completion of a minimum of 9 graduate semester hours;
   b) Previous full-time employment for at least one year in a social service setting, or the equivalent of all of the following:
      i) 50 hours of approved volunteer work,
      ii) A group process class (FCNS 382 or CAHC 540: Group Counseling Theories and Procedures),
      iii) A professional issues class (FCNS 481/581 or FCNS 692),
      iv) Attendance at the FCS program intern day (available on CD),
      v) Consent of faculty member who has agreed to be the student’s faculty liaison for the internship, indicated by faculty member’s dated signature on the Internship Tracking Form,
      vi) Consent of the department, indicated by the department chair’s signature on the Contract for Individual Instruction Courses form.
   c) Exceptions must be approved by at least two FCS faculty members.

3) FCNS graduate students may receive semester hour internship credit (FCNS 632), provided that the following conditions are met:
   a) Students must plan ahead. For example, if you desire a Fall internship, seek out your faculty liaison by March of the preceding year,
   b) The internship site must be supervised by an on-site supervisor who has a master’s degree and at least one year of relevant experience. Exceptions must be approved by at least two FCS faculty members,
   c) The internship site and internship job description must be approved by both the on-site supervisor and the student’s faculty internship supervisor. The student should approach the faculty member whom they desire to have as an advisor and negotiate an agreement. If a faculty member feels that s/he is not in the best position to advise the internship, s/he may recommend another faculty member,
   d) Summer registration is dependent upon faculty availability.

4) Each credit hour of internship (FCNS 632) is equivalent to 80 hours of internship work. Only six credit hours of internship may apply toward the master’s degree.
   a) Interns will gain an understanding of the overall structure, functions, and operations of a social service organization. These include programs, funding, administration, program development, and relationships with other agencies.
   b) Interns will gain an understanding of the role of the professional and as appropriate, the role of administrator, including job responsibilities, methods of change and intervention.
   a) Interns will test and develop techniques and skills common to the professional field, such as case management, observation, assessment, interviewing, reporting and evaluating in both written and oral form, program development, implementation, and administration.
   b) It is urged that:
      i) the interns be exposed to the overall programs, function, and operations of the organization, and that
      ii) the interns be given the opportunity for in-depth relationships with some persons served by the organization, and/or the opportunity to engage in program development and implementation.
Prior to Beginning the Internship:

1) The intern will consult with his/her advisor, using the AFCS Internship Pre-Enrollment Tracking Form, and will obtain advisor’s and faculty liaison’s signatures on the form.
2) The intern will provide copies of his/her resume to the internship supervisor and the FCS faculty internship liaison.
3) The intern will secure verbal approval of the proposed internship from both the agency supervisor and the NIU faculty internship liaison.
4) The intern will type a Graduate Intern Job Description form, secure a signature from the agency internship supervisor, and file it with the NIU faculty internship liaison.
5) The intern will complete a Graduate Intern Agreement form, sign it, and file it with the faculty internship liaison.
6) The intern will sign the Policy for Dismissal From Graduate Internship form required by the university and file this signed form with the faculty internship liaison. If the internship agency requires an additional agreement, it is the organization’s responsibility to provide it.
7) The intern will complete a Permit for Individual Instruction form and return it to the faculty internship liaison before enrolling for internship credit.
8) The intern will enroll in the appropriate number of internship (FCNS 632) credits, determined in collaboration with the faculty internship liaison.

During the Internship:

1) The faculty internship liaison may request the student intern to keep a daily or weekly log of activities. The interns should check with his/her faculty internship liaison to determine the appropriateness of such a log. The intern is also expected to complete at least one (1) project that will remain at the internship site.
2) Students pursuing certification or credentialing should enquire from the certifying organization about the necessity of keeping a time log.

At the End of the Internship Period:

1) The intern will submit a typed paper (5-10 pages) to the faculty internship coordinator covering the following areas:
   a) describe the purpose and structure of the internship site (agency),
   b) describe your duties and accomplishments as an intern, and how they relate to the internship site,
   c) what were the most helpful and least helpful aspects of the internship to you?
   d) describe ways in which you used course materials from your graduate program at the site. Give specific examples,
   e) In what specific ways have your professional skills improved during the course of the internship?
   f) how could this internship be improved?
2) The intern will submit a Graduate Intern Evaluation Form to the immediate supervisor (clinical and non-clinical interns use separate forms). The supervisor will complete this form, discuss the evaluation with the intern, and return it to the faculty internship liaison. A copy of the evaluation will be provided to the area coordinator to be used (anonymously) in program assessment.
3) The intern will complete an Agency Evaluation form, discuss it with the internship site supervisor, and give a copy to the faculty internship liaison.
OVERVIEW OF INTERNSHIP IN COMMUNITY PROGRAMS
FCNS 638: PARENT EDUCATION
Northern Illinois University
School of Family, Consumer, and Nutrition Sciences (FCNS)
Applied Family and Child Studies (AFCS)

General Considerations:
1) FCNS graduate students may seek supervised internships that will contribute to their professional goals of becoming a parent educator. While it is advisable for graduate students to check with their faculty advisor for ideas about possible internship locations, they should not hesitate to investigate new possible locations.

2) Eligible Students: Master of Science candidates in Applied Family and Child Studies, School of Family, Consumer, and Nutrition Sciences. Prerequisites for enrollment are:
   a) Completion of a minimum of 9 graduate semester hours in Applied Family and Child Studies, including FCNS 438/538 and one other content course related to the focus of the internship;
   b) Undergraduate course work in child or adolescent development, including FCNS 330: Principles of Guiding Young Children, or equivalent;
   c) Completion of or co-enrollment in FCNS 637 or FCNS 684;
   d) Consent of faculty member who has agreed to be the student’s faculty liaison for the internship, indicated by faculty member’s dated signature on the Internship Tracking form; AND
   e) Consent of the department, indicated by Department Chair’s signature on the Contract for Individual Instruction Courses form.

Exceptions to the prerequisites must be approved by at least one Family and Child Studies (FCS) area graduate faculty member and the coordinator of FCS.

3) FCNS graduate students may receive semester hour internship credit (FCNS 638), provided that the following conditions are met:
   a) Students must plan ahead. For example, if you desire a Fall internship, seek out your faculty liaison by March of the preceding year;
   b) The internship must be supervised by an on-site supervisor who has at least a master’s degree and at least two years of relevant experience. Exceptions must be approved by at least two FCS faculty members;
   c) The internship site and internship job description must be approved by both the on-site supervisor and the student’s faculty internship supervisor. NOTE: Any FCS faculty member with prior parent of family life education experience may serve as the faculty internship supervisor. The student should approach the faculty member whom they desire to have as an advisor and negotiate an agreement. If a faculty member feels that s/he is not in the best position to supervise the internship, s/he may recommend another faculty member,
   d) Summer registration is dependent upon faculty availability.

4) Each credit hour of internship (FCNS 638) is equivalent to 80 hours of internship work. Only six credit hours of internship may apply toward the master’s degree.

Objectives of Internship:
1) Interns will gain an understanding of the overall structure, functions, and operations of a social service organization. These include programs, funding, administration, program development, and relationships with other agencies.

2) Interns will gain an understanding of the role of the professional and as appropriate, the role of administrator, including job responsibilities, methods of change and intervention.

3) Interns will test and develop techniques and skills common to the professional field, such as case management, observation, assessment, interviewing, reporting and evaluating in both written and oral form, program development, implementation, and administration.

4) It is urged that the intern:
   a) be exposed to the overall programs, function, and operations of the organization, and that
   b) be given the opportunity for in-depth relationships with some persons served by the organization, and/or the opportunity to engage in program development and implementation.
Prior to Beginning the Internship:
1) The intern will consult with his/her advisor, using the Internship Tracking Form, and will obtain advisor’s and faculty liaison’s signatures on the form,
2) The intern will provide copies of his/her resume to the internship agency supervisor and the FCS faculty internship liaison,
3) The intern will secure verbal approval of the proposed internship from both the agency supervisor and the NIU faculty internship liaison,
4) The intern will type a Graduate Intern Job Description form, secure a signature from the agency internship supervisor, and file it with the NIU faculty internship liaison.
5) The intern will complete a Graduate Intern Agreement form, sign it, and file it with the faculty internship liaison,
6) The intern will sign the Dismissal Policy From Graduate Internship form required by the university and file this signed form with the faculty internship liaison. If the internship agency requires an additional agreement, it is the organization’s responsibility to provide it,
7) The intern will complete a Permit for Individual Instruction form and return it to the faculty internship liaison before enrolling for internship credit,
8) The intern will enroll in the appropriate number of internship (FCNS 638) credits, determined in collaboration with the faculty internship liaison.

During the Internship:
1) The faculty internship liaison may request the student intern to keep a daily or weekly log of activities. The interns should check with their faculty internship liaison to determine the appropriateness of such a log. The intern is also expected to have evidence of work towards participation in and/or development of a parent education program, AND
2) The faculty liaison may expect additional assignments (i.e., readings, periodic written summaries) during the semester. If so, these will be indicated on the Contract for Individual Graduate Instruction form prior to the internship.

At the End of the Internship Period:
1) The intern will submit a typed paper (5-10 pages) to the faculty internship describing the following:
   a) the purpose and structure of the internship site (agency);
   b) your duties and accomplishments as an intern, and how they relate to the internship site;
   c) the most helpful and least helpful aspects of the internship to you;
   d) ways in which you used course materials from your graduate program at the site. Give specific examples,
   e) the specific ways your professional skills have improved during the internship; AND
   f) how this internship could be improved.
2) The intern will submit a Graduate Intern Evaluation Form to the immediate. The supervisor will complete this form, discuss the evaluation with the intern, and return it to the faculty internship liaison. A copy of the evaluation will be provided to the area coordinator to be used (anonymously) in program assessment.
3) The intern will complete an Agency Evaluation form, discuss it with the internship site supervisor, and give a copy to the faculty internship liaison.
4) The intern will submit all program materials from the workshop or programs/he implemented and the program assessments.
5) Credit cannot be issued for the course until all paperwork is complete. It is the responsibility of the intern to insure that the paperwork has been turned in NO LATER THAN the first day of the regularly scheduled exam week of that semester.