

Basic CFS 193I Information 2021-2022

Hello Family Science and Child Development students!

Registration for Spring 2022 begins next week, so I'm sure you are all thinking about next semester. If you are interested in the internship class (CFS 193I), this message is for you. ***Please read the following information carefully and slowly***, as it includes answers to many questions you may have.

The primary purpose of the internship is to offer CFS students applied experience working directly or indirectly with children and/or family, or with issues that impact children and/or families.

1) Should you register for the internship?

- In order to consider the internship (CFS 193I), you must be a senior graduating either May 2022 or December 2022. This capstone class is to be taken at the end of your college education, and it is designated for seniors who are in their final spring semester.
- If you are a Family Science major, you are required to take the internship as your capstone class.
- If you are a Child Development major but think you may not want to work in a group setting with children, then you might consider internship for more options. *Know, however, that many students who have taken 37/139 or 145A/B find jobs outside of classrooms! Experiences and skills gained from these classes are valuable in many ways.*
- Students who are interested in working in early childhood settings may want to secure the coursework needed to get a Child Development Permit after graduation. To be eligible for this permit, you will need to have a degree from our program and at least three units of supervisory coursework in an early childhood educational setting. These units are *not* able to be gained in CFS 193I. However, they can be gained CFS 37/139. Consider this before enrolling. Please ignore this note if the permit is not a concern for you.

2) What does the internship involve?

- CFS 193I internships involve **120 hours** of work with an eligible placement during the semester. Sites will determine how those hours are completed, and *this will be stated in the internship list you will receive in November.*
- Although these hours can be scheduled in many ways, it amounts to 7.5 hours per week for 16 weeks if you start up right at the beginning of the semester. Any mandatory trainings count toward your hours. Scheduling of internship hours vary site by site, and simply need to be agreed upon by both the student and the site supervisor. Hours begin after the start of the SP22 semester. Your work as an intern will be assessed by your supervisor at the middle and end of the semester.
- Internship also involves CFS 193I class meetings once a week on **Mondays 5pm-6:50pm (Virtual synchronous)**, and assignments integrating coursework with internship experiences.
- **The primary purpose of the internship is to offer students the opportunity to gain some applied experience working with issues related to children or family.** The internship class gives students an opportunity to apply what they have learned in child development and family science classes to real world situations. It allows you to explore

career options related to your degree, and to gain some experience for future paid work in your field. To do so, *your internship must have a connection to children or to families.*

3) How to register for the internship?

- a) **You must FIRST find and secure an internship site before receiving a permission number for the class.** There are several sites we have worked in the past who are interested in having our students again. A list of these possible internship sites and other related documents will be posted **November 5** at <http://www.fresnostate.edu/socialsciences/cfs/students/internship.html> (The new site list will identify itself as providing materials for **2022 internships**).
 - o Look over this list of possible sites. Look at their websites. Decide which appeal to you. Email or call the contact person and, if invited, set up an interview. Either way you reply, remember that you are applying for a professional position. If you choose to email, your email should begin with a greeting, end with a thank you and a closing, include your full name, and show concern for professionalism and detail through strong writing and accurate spelling and punctuation. For more advice: <http://emilypost.com/advice/email-etiquette-dos-donts/>
 - o If you are asked to submit a resume, we highly suggest you first consult the Career Development Center: <http://www.fresnostate.edu/studentaffairs/careers/student/resumes.html> This page has resume tips. It also has suggestions for you on how to best write your email expressing interest in the position.
- b) **You will have an agreement form signed by both the agency hosting your internship and by you after you accept an internship.** These “Internship Agreement” forms will also be available on Friday, November 5 at <http://www.fresnostate.edu/socialsciences/cfs/students/internship.html>. Be sure to download this form to have it ready to share if you are offered a position after your interview. You must interview with a potential internship site, and make an agreement with them about what you will do for them. They have to “hire” you for this internship. In doing so, they should sign this basic approval form.
- c) **Once you have a signed Internship Agreement form with your site, hand it in.** Email this completed form from your Fresno State email address to Dr. Billen at rbillen@csufresno.edu.
 - o Once received, the department will check your records to verify that you have met course requirements. This will take 5 to 7 business days. **Once this is verified, you will be emailed a permission number to add the class.**
 - o Students should plan have their internships set up by the end of finals week in December. Approval forms are due before **December 16**. Enrollment limits apply. Contact Dr. Billen if you have questions about CFS 193I.

4) What are potential internship sites?

- As mentioned above, a list of eligible 2022 sites and other related documents will be posted on the [CFS Internship page](#) by November 5.
- If you know of a nonprofit social service agency not on the list you would like to intern with that could offer a opportunity to work directly or indirectly with children and/or families in an internship, you and your potential supervisor will need to read and sign the “**Internship Site Proposal Form**” that will be available on the [Internship page](#) to explain how this meets internship requirements. Email this completed form to Dr. Billen as early as possible in November with the subject line “CFS 193I Site Proposal”.
- This form will be reviewed, and you will be informed whether or not the site qualifies. If it does, you will be asked to turn in the signed Internship Agreement form.