**HDFS 450**

**2022 Process Outline and Checklist**

There are four steps in the practicum interview and selection process that are outlined below. Use this checklist as a guide in preparing for your interviews and securing your placement. Note that this is an *instructor approved course* - you will not be able to add it to your course schedule until you have complete steps 1-4 below.

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| **STEP 1**Submit byMarch 11 (or earlier) | **Submit an application for an internship.**Review the practicum catalog and select 2-3 sites you would like to consider for your placement. If there are no sites that fit your interests, think about the kind of place (or the kind of experience) that might fit your interests.Fill out the **Application Form** and list the possible placement sites (or possible alternatives). |
|  | Prepare a copy of your **résumé** and a **cover letter** as Word documents. Your cover letter should be targeted toward your “top-choice site” as if you were applying for a job. You should describe your career goals, how a placement at the site might help progress towards your goals, and review any relevant experience or coursework that would be relevant for a position at the placement site. We recommend having your resume and cover letter reviewed by the Career Center (http://careercenter.illinois.edu) or ACES Career Services (http://academics.aces.illinois.edu/career-services). You can also find suggestions and resources on the HDFS 450 website. |
|  | Send the **Application Form**, **resume**, and **cover letter** by email to Dr. Ebata (ebata@illinois.edu).Once your application is received, you will be asked to schedule an interview with Dr. Ebata. Interview dates & times will be first-come, first-served. |
| **STEP 2**By March 25 (earlier is better) | **Complete your interview with Dr. Ebata**Date &Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (allow 30 min) |
|  | During the interview Dr. Ebata will want to discuss your professional goals and interests and what you hope to gain from the course (see Sample Interview Questions below). He will give you feedback on your resume and cover letter and let you know whether you have approval to contact a placement site to apply for an interview. |
| **STEP 3**Complete byApril 15 (earlier is better) | **Interview with Site Supervisor**One you receive approval from Dr. Ebata, put your cover letter in an email the Site Supervisor and attach your resume to apply for the internship and schedule an interview. Find out if you should send your cover letter and resume by email or regular mail. Find out if you need to complete a separate application form for the agency. Once you have scheduled an interview, please notify Dr. Ebata of the appointment date.*School and agency staff are very busy, so It may take time and persistence to schedule an interview. If you have trouble receiving a return phone call, try email or check with administrative staff about the best way to contact the supervisor. If after a week you continue to have difficulty scheduling an appointment, please contact Dr. Ebata.* |
|  | Prepare for your interview. Know what the agency does by checking out the agency website. Prepare a list of questions to cover in the interview. Questions might include (but are not limited to): agency mission, typical intern activities and potential activities you would be able to do this semester, potential work hours and schedule, start date and expectations about working during holidays and spring break. You should also inquire if there is anything you must do in advance of your placement such as training, fingerprinting, medical exams, etc. Plan what you will wear (dress should be business casual; avoid wearing jeans, low cut blouses, tank or halter tops, sandals or tennis shoes to the interview. Jewelry, make up and perfume should not be excessive). Be sure to turn off or silence your cell phone when you arrive at the agency. Bring a copy of the **Placement Interview Form** with you. |
|  | After the interview, if you are immediately accepted for the position, complete the **Placement Interview Form** at the meeting with the site supervisor and get their signature. If a decision is to be made sometime *after* the interview, you would need to return to the agency to complete the **Placement Interview Form** and get it signed. |
| **STEP 4**By April 22 (earlier is better) | **Have Second Meeting Dr. Ebata for course approval**Bring the completed *and signed* **Placement Interview Form** to the meeting.Date &Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (allow 15-30 min)Once all of the steps are completed, you will receive approval to register for HDFS 450.Complete this all by April 29th!  |