



## COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

Department of Human Development & Family Studies  
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904 W. Nevada St.  
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### **Practicum in Human Development and Family Studies HDFS 450**

#### **STUDENT INTERN RESPONSIBILITIES**

1. Responsibilities to the agency:
  - a. Providing own transportation to and from the agency;
  - b. Being at the agency for assigned hours (10-15 hours/week) on time; notifying the supervisor in advance of any absences; and arranging for make-up of any missed time;
  - c. Respecting the rules, policies and codes of the agency;
  - d. Becoming familiar with the agency's setting, function, operation and channels of communication and authority.
  - e. Attending agency staff meetings when appropriate;
  - f. Attending agency mandated or optional training when appropriate.
  
2. Responsibilities to clients:
  - a. Respecting the individuality, dignity and worth of individual clients;
  - b. Respecting the confidentiality of all information.
  
3. Educational responsibilities:
  - a. Completing assignments on time;
  - b. Integrating theory and content of HDFS courses with placement experience;
  - c. Attending all seminars provided by the Faculty Coordinator;
  - d. Completing a semester project approved by the Site Supervisor and University Faculty Coordinator.
  
4. Evaluation responsibilities:
  - a. Arranging for completion of the Learning Contract;
  - b. Participating in a midterm review with the Site Supervisor and University Faculty Coordinator;
  - c. Completing a final evaluation form.

Updated 1/2022

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**SITE SUPERVISOR RESPONSIBILITIES**

The main responsibility of the Site Supervisor is to teach the student through a process of observation, participation, supervision and evaluation. The Supervisor duties include:

1. Conducting an orientation for the student that will describe:
  - a. The purpose of the agency;
  - b. The historical background of the agency;
  - c. The services the agency renders to the community;
  - d. The channels of communication and authority within the agency;
  - e. Policies and procedures within the agency.
2. Supervising the involvement of the student intern in agency programs.
3. Meeting with the student at least once a week for feedback and direction.
4. Assisting the student in preparing a Learning Contract (like a Memorandum of Agreement) for the placement experience.
5. Assisting the student in developing a Semester Project that will enhance the agency's ability to achieve its goals.
6. Assigning the student tasks and responsibilities similar to those of agency employees.
7. Providing the student with opportunities to participate in meetings, conferences, or trainings as appropriate.
8. Sharing the student intern's progress with the University Faculty Coordinator by:
  - a. Maintaining open communication with the University Faculty Coordinator as needed;
  - b. Identifying the students' strengths and weaknesses;
  - c. Suggesting strategies to help the student improve in areas where skills could be improved;
  - d. Participating in a mid-semester evaluation meeting with the student and University Faculty Coordinator; and
  - e. Completing a final evaluation form for the University Faculty Coordinator.

Updated 1/22

*Adapted from Purdue University, Department of Sociology/ Anthropology Field Placement Handbook.*

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**FACULTY COORDINATOR RESPONSIBILITIES**

The main responsibility of the Faculty Coordinator is to facilitate and monitor the placement and oversight of the practicum between the University and the participating community practicum field sites.

1. Maintain an updated directory of potential practicum sites.
2. Facilitate placement process at an appropriate practicum site.
3. Provide orientation and updated materials to site supervisors on roles and responsibilities of the students, Site Supervisors and the Faculty Coordinator.
4. Review and approve the Learning Contract for students' educational goals.
5. Review and approve the Semester Project designed by students in consultation with Site Supervisors.
6. Conduct a weekly seminar during the semester of the practicum to assist with the professional development of the students.
7. Monitor the student's progress on learning goals and projects at the practicum site through in-class assignments and midterm and final evaluations. The midterm evaluation will occur at the practicum site and involve the student, Site Supervisor, and Faculty Coordinator in evaluating progress and providing feedback for continuing development.
8. Maintain open communication and be available for consultation with students or Site Supervisors as needed.

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