

HDFS 450 Application Process Outline

There are four steps in the practicum interview and selection process that are outlined below. Use this 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 for the fall until you have completed the steps below. In general, the earlier you go through these steps, the better!

<p style="text-align: center;">STEP 1</p> <p style="text-align: center;">Submit by 3/1 (first priority) or 3/15</p>	<p>Submit an application for an internship.</p> <p>Review the practicum catalog and select 2-3 sites you would like to consider for your placement. <i>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 or any agency you know of that you would like to pursue.</i></p> <p>Fill out the online application form.</p>
	<p>Prepare a copy of your resume 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.</p>
	<p>Send resume and cover letter by email to Dr. Elissa Mitchell (thomann2@illinois.edu).</p> <p>Once your application is reviewed, you may be invited to schedule an interview with Dr. Mitchell. Interview dates & times will be available online; first-come, first-served.</p>
<p style="text-align: center;">STEP 2</p> <p style="text-align: center;">Between 3/4 & 3/29</p>	<p>Complete your interview with Dr. Mitchell</p> <p>At the interview, you should be prepared to discuss your career goals/interests, your top choices for an internship, & what you hope to gain from the course. You should also come with your fall schedule, including work and other extracurricular activities. We will also discuss your resume and cover letter and the rest of the placement process.</p>
<p style="text-align: center;">STEP 3</p> <p style="text-align: center;">Complete by 4/12</p>	<p>Interview with Site Supervisor & Complete Placement Form</p> <p>Once you receive approval from Dr. Mitchell, put your cover letter in an email and send to the agency site supervisor with your resume attached, asking to schedule an interview. <i>Please inform Dr. Mitchell of the interview date, once scheduled.</i></p>

	<p><i>School and agency staff are very busy, so it may take time and persistence to schedule an interview. If you have trouble receiving a response, try a phone call 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. Mitchell.</i></p> <p>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 fall break. You should also inquire if there is anything you must do in advance of your placement such as training, background checks or fingerprinting, medical exams, etc.</p> <p>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/cologne should not be excessive). Be sure you know the address of the agency & how to get there if you do not have a car (check bus routes, arrive early). Be sure to turn off or silence your cell phone when you arrive at the agency. Bring a copy of the Placement Form with you.</p> <p>After the interview, if you are immediately accepted for the position, complete the Placement Form at the meeting with the site supervisor and get their signature. If a decision is to be made sometime <i>after</i> the interview, you will need to make arrangements with the site supervisor to complete the Placement Form and get it signed.</p>
<p>STEP 4 By April 19 (earlier is better)</p>	<p>Have Second Meeting Dr. Mitchell for course approval</p> <p>Send a copy of your completed and <i>signed</i> Placement Form in advance of the meeting.</p> <p>Once all steps are completed, you will receive approval to register for HDFS 450. Complete this all by April 26th!</p>