Appalachian State University  
Department of Family & Consumer Sciences  
FCS 4900—Internship  
Spring 2015  
TBA

Professors: Dr. Ellen Carpenter (CD  
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Location: Four hundred clock hours to be arranged through an interview and an internship proposal agreement with an internship site


Course Description:
The internship in Family & Consumer Sciences is designed as a capstone field experience for students in Child Development and Apparel and Textiles. The internship provides students with a hands-on experience in a professional work setting. Students will apply for their internship position and write a proposal with job requirements in collaboration with the faculty advisor and the on-site supervisor. Grade: S/U (Capstone)

Objectives:
1. Gain professional work experience in the student’s chosen area of study
2. Participate fully in internship requirements as defined in the Internship Manual, the internship proposal, and according to the expectations of the faculty supervisor and the internship coordinator.
3. Demonstrate the designated competencies listed in the internship manual for each discipline.
4. Demonstrate the ability to work in a professional setting through effective communication with employers, fellow employees and clients.
5. Demonstrate professional growth in the student’s chosen area of study.

Grading:
The internship is graded on a Satisfactory/Unsatisfactory basis. To earn a grade of Satisfactory, a student must complete all requirements at least at a satisfactory level. Students will be jointly evaluated by the site supervisor and the university supervisor regarding their direct work in the internship site. An unsatisfactory grade will result in repetition of the course.
Requirements:

1. Students are to be prompt in attendance at internship site and to complete the required 400 hours at their site on the schedule set up by the site supervisor.
2. Students are to complete requirements set up in their job description form to the best of their ability in a timely manner.
3. Students are to submit the every week a journal report form (see below) to the university supervisor by mail Tuesday of the week following their work. If sent by e-mail or on AsULearn they are to be posted by Monday. Failure to submit a journal results in no credit being given for that time period.
4. Completion by the site supervisor of the final evaluation report that is then sent to the University supervisor.
5. University Supervisor’s visit and report of progress.
6. Completion of the final Internship Evaluation Report as outlined in the Internship Manual. A final grade will not be given until all parts have been received by the university.

Internship report format:

1. List major task involvement this week:
2. List major accomplishments:
3. Discuss insights gained:

Weekly Evaluation

4. What was the high point of the week for you? (Name only the one highest point—describe and express your feelings about it.)
5. What was disappointing for you?
6. What activities or events of the week were most helpful in your learning? Why?
7. Were there activities or events of the week that were not useful to your learning? Describe.
8. How would you describe your performance in your role this week as an i

Religious observances: Please check out the following web site for the university policy on religious observances:  http://www.academicaffairs.appstate.edu/resources-forms

Academic Integrity:

As a community of learners at Appalachian State University, we must create an atmosphere of honesty, fairness, and responsibility, without which we cannot earn the trust and respect of each other. Furthermore, we recognize that academic dishonesty detracts from the value of an Appalachian degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form and will oppose any instance of academic dishonesty. This course will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct Web Site:  www.studentconduct.appstate.edu.
Disability Services:
Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. If you have a disability and may need reasonable accommodations in order to have equal access to the University’s courses, programs and activities, please contact the Office of Disability Services (828.262.3056 or www.ods.appstate.edu). Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.