Washburn University
Human Services Department
Internship Manual:
Integrative Practice Students

Students: Please print the manual for yourself and your Site Supervisor.
Step 1: Applying for an Internship

To be accepted into the Internship Program in the Human Services department, students must meet the following criteria:

- If working toward a Bachelor’s degree, students must have successfully completed HS100, HS131, and at least one course in addiction counseling.
- If only working toward a certificate, students must have successfully completed one semester in the certificate program.
- Complete the Initial Application for internship by the appropriate deadline. The application includes a short essay where you will describe your readiness for an internship.
- Submit statements from two references that suggest readiness to complete an internship.
- Believe oneself to be prepared to meet the following internship requirements:
  - Complete a minimum of 150 hours of fieldwork in a Human Services agency, under approved supervision (see below).
  - Participate in an academic internship seminar, meeting either online or face-to-face, with weekly assignments
  - Engage in fieldwork focused on developing skills in the following areas:
    - Explore the scope of Human Services work
    - Promote strengths, diversity, social justice, and integrative (holistic) wellness
    - Demonstrate prevention, intervention, and/or evaluation skills
    - Display effective interpersonal and professional skills
    - Adhere to relevant ethical codes of conduct
    - Practice competencies specified subsequently in this manual.
- If internship spaces are limited, the faculty will allot spaces based on criteria such as the amount of time to graduation (the closer to graduation, the higher priority for an internship space), the student’s essay, the reference statements, the student’s GPA, the faculty’s determination of readiness, and whether the application materials and learning contract were submitted by the deadlines.

To apply for subsequent internships:

- Complete the re-application for internship by the appropriate deadline.
- Acceptance into the second internship requires successful completion of, or concurrent enrollment in, the first internship. Students who are removed from an internship or otherwise perform poorly may have to sit out at least a semester before re-applying.

Other Considerations:

- Non-Kansas residents are responsible for understanding any fieldwork requirements needed for certification, licensure, registration, etc., for their states. We only provide advising based on Kansas requirements.
• You may be able to use your place of work as an internship site with university and agency permission, but you must be able to meet internship requirements and you must identify yourself as an intern, not an employee, during internship hours.
• You may be able to do two internships at the same agency with prior approval of the university and agency but you must take on different roles and tasks in each internship.
• You may be able to do two internships in the same semester with prior approval of the university and agency, but it will be challenging!

Application Instructions:

If you are ready to apply for an Internship for next semester, go to www.washburn.edu/human-services.

If you are applying for your first internship, use the Initial Internship Application and be prepared to provide the following by the deadline:

• A brief essay (on the application form) describing your readiness for an internship.
• Ideas for where you would like to do your internship and a website or contact information for the agency
• Two reference statements (the forms are on the human services website).

If you are applying for a second, third, or fourth internship you will not need an essay or reference letters, but be prepared to provide ideas for sites where you would like to intern and to give websites/contact information for these sites.

Applications are due March 1st for a Fall Internship, and October 1st for a Spring Internship.

After you have applied: The department will meet to review your application. Please wait to hear back from the department before contacting an agency.

Step 2: Selecting an Agency and Arranging an Interview

After your application has been reviewed, you will be contacted by your advisor. If you are approved for an internship placement, your advisor will work with you to identify a potential agency.

Your next step is to arrange for an interview with the agency director or representative:

• Contact the agency and introduce yourself. Let them know that you are completing a degree or certificate in the Human Services department at Washburn University and that you would like to set up an interview to see if you could complete an internship with the agency.
• Sometimes agencies don’t respond quickly to your request for an interview. Please don’t get discouraged…they are busy. Sometimes it helps to drop by the agency in person to try to schedule a time to meet. Be persistent without being obnoxious. If it looks like you need a new plan, contact your advisor immediately.
• Take the following to the interview:
  o This Internship Manual
  o The Learning Contract.
  o A copy of your resume.
  o Start and end dates for the semester (for liability reasons, you cannot start logging
    hours early): http://washburn.edu/academics/academic-calendar.html
  o A clear idea of what days and hours you will be available for Internship work.
  o A great attitude and professional demeanor/dress.
• During the interview, you’ll want to use the following page of this manual as a discussion
  guide.
• If you are granted an internship, have your site supervisor sign the Learning Contract and
  submit it to the Human Services Department ASAP.
• Please leave a copy of this manual with the agency supervisor.

If the agency declines to interview you or the interview does not result in an offer of an
internship placement, contact your advisor immediately!

It is your responsibility to coordinate an internship placement in a timely manner. We want
students to be successful, but if you miss our deadline you may not be able to complete your
internship on your intended schedule. This is because we must have affiliation agreements with
each agency, which requires coordination between student, agency, department, university
lawyer, etc. Some of this is outside of department control. It helps to stay in contact with your
advisor if you are having difficulty getting an internship set up. If we are in the loop, we are able
to advocate for you.
Basic Internship requirements for students:
- Complete a minimum of 150 clock hours of fieldwork across the full semester (approximately 16 weeks).
- Participate in weekly internship seminars and submit required assignments.
- Maintain a log of clock hours and supervision hours; submit the signed log at the end of the semester.
- Complete an evaluation of the site at the end of the semester.
- Ensure that your site supervisor submits your performance evaluation at the end of the semester.
- Adhere to the Ethical Standards for Human Service Professionals and follow agency policies and procedures.
- Inform the university instructor and site supervisor immediately of any ethical or safety concerns.
- Practice the competencies you have selected with your supervisor from the list in this manual.
- Identify yourself clearly as an intern during internship hours.

Basic responsibilities for site supervisors if the agency agrees to the internship:
- Washburn University must have an Affiliation Agreement with your agency. If an Agreement is not already in place, WU will send one for the CEO to sign and return. This Agreement must be completed for a student to be eligible for an internship with your agency. This Agreement is in addition to the individual student’s learning contract.
- Review and sign the student’s Learning Contract. Keep a copy for your records.
- Review the semester start and end dates with student. For liability reasons, students may not collect internship hours prior to the start of the semester.
- Discuss scheduling to ensure the student will be able to complete their hours by the end of the semester.
- If your agency requires background check/information, coordinate this directly with the student.
- Orient the student to agency policies, procedures, staff, etc.
- Provide regular supervision and additional consultation as needed.
- Coordinate and calibrate student assignments based on student readiness for new tasks.
- Provide an environment of opportunity and feedback to promote student skill development in the competencies you and the student have selected from this manual to work on.
- Communicate promptly with the university internship seminar instructor in the event of any problems.
- Complete the Internship Performance Evaluation at the end of the semester. Your ratings and feedback on this form will contribute to determining the student’s internship grade.

If you have any questions, please contact the Human Services department at (785) 670-2116.
Thank you for working with our students. We are proud of our program and we couldn’t do it without you!
Internship Learning Outcomes

Students are expected to develop professional skills based on the following learning outcomes:

- Explore the scope of Human Services work
- Promote strengths, diversity, social justice, and integrative (holistic) wellness
- Demonstrate prevention, intervention, and/or evaluation skills
- Display effective interpersonal and professional skills
- Adhere to relevant ethical codes of conduct
- Select a subset of competencies from following list in conjunction with site supervisor; students will be evaluated on the selected competencies at the end of the semester:

General Competencies for all Internship Students:

- Describe the history of agency, services it provides, and population served.
- Apply the mission of the agency in internship work.
- Identify strengths of consumers, agency, and/or community.
- Work effectively with people of diverse backgrounds.
- Demonstrate a social justice orientation.
- Advocate for consumers who face unjust barriers.
- Demonstrate an understanding of consumer from a "whole person" integrative wellness perspective.
- Apply effective prevention skills.
- Apply effective intervention skills.
- Apply effective program evaluation skills.
- Use effective interpersonal skills (e.g. deep listening, establishing rapport, self-awareness, etc.).
- Practice effective professional skills (e.g. accountability, goal-orientation, reliability, collaboration, etc.)
- Seek supervision appropriately.
- Receive and use feedback well.
- Engage in effective oral communication.
- Engage in effective written communication.
- Adhere to professional ethical standards.
In the Event of Problems

- Student and supervisor should communicate problems to the University internship seminar instructor promptly. Typically, efforts are made to resolve problems collaboratively as part of the training and supervision process.

- The agency and/or University may request that a student’s internship be terminated by submitting a written explanation (copied to the university, agency and student) that documents the concerns that led to the request.

- If an internship is terminated by the agency or University, the student may receive a failing grade.

- If a student is terminated from an internship, or does not pass an internship (received a D or F) for any reason, a Departmental Internal Review Board will determine whether and/or when a student may be eligible to re-apply for an internship.

In the event of problems, please contact the Human Services department at: (785) 670-2116.