

**OSU-CASCADES
HDFS HUMAN SERVICES
INTERNSHIP PLACEMENT
AGREEMENT**

I have read, understand and agree to follow the requirements outlined in this document to assure my successful Internship placement.

Student's Printed Name

Signature

Date

Internship Instructor

Date

**INTERNSHIP PLACEMENT PROCESS
FOR OSU-CASCADES HDFS
HUMAN SERVICES OPTION**

A Checklist of Steps for Internship for all HDFS students:

1. _____ Contact *OSU-Cascades Campus Academic Advisor* for advising regarding the HDFS Program.
2. _____ This is an extensive placement process, therefore, within nine months of the term in which you will be doing your Internship, *Dennis Lynn* will contact you to make an appointment to forecast and plan for your Internship course.
3. _____ *Meredith Mason* will contact you via ONID re: the agency or school representative with whom you can schedule a pre-placement meeting.
4. _____ Meet with site representative for pre-placement meeting within 2 weeks of receiving *Meredith's* email.
5. _____ Immediately following your pre-placement meeting, notify *Meredith* of meeting outcomes in order to confirm your placement.
6. _____ *Donna Harris* will contact you re: completing and submitting your background check application to the agency or school district.
7. _____ Perform needed criminal background check at agency or school district(s) as soon as possible. If directed to do so, provide hardcopy of results to *Donna*, Room 210 in Cascades Hall, at least three weeks prior to the beginning of the term in which your Internship is taking place. You will then be cleared for class registration. (Note: some agencies report results directly to Donna at OSU-Cascades.)
8. _____ Obtain recommended immunizations and tuberculosis screening as needed by agency or school.

Contact Information

Diane Pritchard, OSU-Cascades Campus Academic Advisor
541-322-2023 diane.pritchard@osucascades.edu

Dennis Lynn: Faculty Coordinator for Internships in Human Services Option
541-322-3144 dennis.lynn@osucascades.edu

Candace Brey: Faculty Coordinator for Internships in Child Development Option
541-322-3134 candace.brey@osucascades.edu

Meredith Mason: Coordinator of Educational Placement
541-322-3127 meredith.mason@osucascades.edu

Donna Harris: HDFS Administrative Coordinator
541-322-3173 donna.harris@osucascades.edu

INTERNSHIP PLACEMENT PROCESS FOR OSU-CASCADES HDFS CHILD DEVELOPMENT AND HUMAN SERVICES OPTIONS

- 1) All students interested in the Human Development and Family Sciences Program are welcome following admission to Oregon State University- Cascades Campus. We currently do not have a separate admission process into our program. You are required to meet with your assigned Academic Advisor often as you work toward your academic goals. The first step to advising is to contact Enrollment Services (541-322-3100) to sign up for New Student Orientation where you will meet with your Academic Advisor. You will review requirements for graduation and review transcripts with your Advisor at Orientation. The Academic Advisor will then work with you in choosing the most appropriate option and developing your Academic Plan.
- 2) Once the Academic Plan is approved and an option (Child Development or Human Services) is declared, you will meet with either *Candace Brey, Child Development*, or *Dennis Lynn, Human Services*, to forecast and plan for your required Internship courses (*Internship Forecasting Meeting*). During the Internship Forecasting Meeting, site options and your goals will be discussed pertaining to career objectives and related work experience.
Deadline for Child Development option Forecasting Meeting: November 15
Deadline for Human Services option Forecasting Meeting: January 31
If you miss this deadline, you will not be able to take the Internship course until the following fall.
- 3) *Meredith Mason* will contact the agency or school to see if they are receptive to having a student during the term you intend to do your Internship. *Meredith* will communicate outcomes of these discussions with you through your ONID email account. **Important: you should not contact the site or a site representative directly until asked to do so by *Meredith*.**
- 4) When the agency/school has agreed to host a student and meet with you, *Meredith* will email you and ask that you contact the agency/school representative to set up a pre-placement and orientation meeting **within two weeks of receiving her email.** **PLEASE NOTE:** *Meredith* will send only **one** email per placement via your ONID address asking you to contact the agency or school representative. **It is your responsibility to follow up with the agency/school to make the appointment.** For the meeting, please be prepared to:
 - a) Discuss the Internship course with the agency or school, including number of hours onsite per week.
 - b) Provide the agency/school with your contact number so the site supervisor can reach you as needed.
- 5) **Immediately** after this pre-placement site meeting is held, please inform *Meredith* of the outcome. **This step is, in addition to background check results being given to Donna, needed to confirm your placement and register for your class.**

- 6) You must obtain appropriate criminal background checks for each Internship and these background checks vary. Donna Harris, Room 210 in Cascades Hall, will advise you on the documentation process and the specific clearance necessary for each placement. **PLEASE NOTE:** only **one** email per placement will be sent via your ONID address by Donna asking you to complete and submit the paperwork to secure your background check. It is your responsibility to work with the agency or school district to apply for the background check as soon as possible. Please keep in mind that some background checks can take up to six weeks to clear. Note: class registration and the start of your Internship are contingent upon this step in the placement process.
- 7) Once Donna is in receipt of background check clearance documentation, she will notify Enrollment Services to request that the hold on your class registration be lifted. Once lifted, Donna will notify you of class registration availability.
- 8) Other OSU-Cascades-recommended procedures (and some are required by placement sites) include:
 - a) Updated immunizations, including Hepatitis A and B, MMR (Measles, Mumps, and Rubella), Tetanus (DpT), and confirmation of Varicella or the immunization (i.e., Chicken Pox). All Internship students should receive the flu vaccines when available.
 - b) TB screening is recommended if working with high-risk populations (i.e., immigrants from developing countries, HIV/AIDS patients, or with drug addiction programs).