

# HDFS Internship Commitment Forms for Students Completing Internship Spring 2024

## **How to Complete and Submit your Commitment Forms:**

1. Download and save this file to your computer.
2. Enter the required information and save the file.
3. Email your completed Commitment Forms to Dr. Baumann at [sdb0072@auburn.edu](mailto:sdb0072@auburn.edu)

## **Deadlines for Spring 2024 Internship**

June 15, 2023 – Submit Application Materials

October 15, 2023 – Submit Commitment Materials

*(Note the difference between your application and your commitment materials)*

# INTERNSHIP COMMITMENT FORM

Spring 2024

Fill out this form accurately and completely to prevent a delay in the start of your internship.

Student Name \_\_\_\_\_

What HDFS Professional Concentration Did You Complete? \_\_\_\_\_

## Where do you live now?

Current Address \_\_\_\_\_

Current Phone Number \_\_\_\_\_ AU E-mail \_\_\_\_\_

Alternate (non-AU) Email \_\_\_\_\_

## What is your permanent address?

Permanent Address \_\_\_\_\_

Permanent Phone Number \_\_\_\_\_

## Where will you live during your internship?

Internship Address \_\_\_\_\_

Internship Home Telephone Number \_\_\_\_\_

## Where will you be completing your internship?

Name of Internship Site \_\_\_\_\_

Site Address \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Title \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Fax Number \_\_\_\_\_

Supervisor Email \_\_\_\_\_

What days and hours have you scheduled to work at your Internship Site? \_\_\_\_\_

## To whom should the HDFS Department send the Internship Agreement and other forms?

Name \_\_\_\_\_

Address \_\_\_\_\_

## Answer the following questions about your internship placement:

Describe how you identified and learned about your internship placement.

Specifically, what will be the major responsibilities of your internship position?

What population (e.g., age and type of people) will you work with during your internship?

How is your internship placement related to your future career plans?

Is your internship \_\_\_\_\_ paid? \_\_\_\_\_ unpaid?

Do you have a prior relationship with your Internship Site or Internship Supervisor? \_\_\_ No \_\_\_ Yes If yes, please describe:

In addition to your internship, will you be working any other paid or non-paid positions during the internship semester? \_\_\_ No \_\_\_ Yes If yes, approximately how many hours per week? \_\_\_\_\_

Approximately how many sites did you contact and discuss a possible internship placement with in addition to the site where you are committing to complete your internship? \_\_\_\_\_

Have you contacted each site you did not select for your internship and informed them that that you will not be interning with them? \_\_\_ Yes \_\_\_ No

**Remember ~ you may not complete additional university coursework with your internship.**

**Signing this form indicates:**

- (1) the agency identified above has agreed to work with you as an intern;**
- (2) you have committed to complete your internship at the agency identified above; and,**
- (3) you understand that if you should withdraw from this commitment you will have to postpone your internship for at least one semester.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
HDFS Internship Director

\_\_\_\_\_  
Date

## HDFS STUDENT INTERNSHIP AGREEMENT

### Spring 2024

1. I understand that to begin my internship, I must complete all Required HDFS Courses and HDFS Professional Concentration Courses, earn a grade of “C” grade or better in all 3000-level and higher HDFS Major Core classes, and achieve an overall 2.25 GPA. By starting my internship, I signify that I have met the stated academic requirements.
2. I understand that I must submit the Internship Commitment Form and this signed agreement to the HDFS Internship Director by **October 15, 2023** so that my internship paperwork may be conveyed to my placement in a timely manner. I will communicate with the HDFS Internship Director, in advance, if I cannot meet this deadline.
3. I understand that I may not begin my internship until I have my ABI/FBI clearing letter from my Fingerprint and Background Check on file with the HDFS Department in 203 Spidle Hall. I understand that I am responsible for ensuring that the clearing letters are received by the start of the HDFS Internship.
4. I understand that I will not be able to begin my internship experience until the HDFS Internship Director receives the signed *Agreement of Cooperation* from my internship site. The HDFS department will prepare and send the Agreement of Cooperation to the internship site based on the information provided by me on the Internship Commitment Form.
5. I understand that I may not enroll in any additional coursework during this semester I complete my internship except for UNIV 4AA0 HS1 which is required if I intend to graduate the semester of internship.
6. I agree to enroll with the Auburn University Office of International Education if my internship involves any form of international travel. This applies whether all or just a portion of my internship will be to a country outside of the United States. I understand that I cannot complete any part of my internship in a travel warning country as determined by the U.S. Department of State.
7. I will contact my internship site supervisor well in advance of the first day of internship to receive all information needed to begin my placement. Unless otherwise agreed upon, my internship will begin on the first day of Spring Semester 2024 which is Wednesday, January 10th, and it will end on the last day of Spring semester Friday, April 26th. I understand that any changes in the internship start or end dates must be approved by the HDFS Internship Director.
8. I will fulfill all requirements of my internship site as stated by my site supervisor. I understand that the quality of my internship site performance will be reported through the HDFS evaluation forms completed by me and my site supervisor, and through verbal communications between my site supervisor and the HDFS Internship Director.
9. I will be responsible for completing the internship site evaluation procedure as follows:
  - a. During the first week of internship, I will go over the HDFS evaluation forms with the agency supervisor so both parties can become familiar with the means of evaluation.
  - b. I will schedule a conference with my site supervisor to complete the **mid-semester evaluation** so that the mid-semester evaluation will be received by the HDFS Internship Director on or before **Thursday, February 29th**.
  - c. I will schedule a conference with the agency supervisor for a **final evaluation** so that the final evaluation will be received by the HDFS Internship Director on or before **Friday, April 26th**.
  - d. I will have my portion of the evaluation completed before meeting with my site supervisor so I am prepared to discuss my internship progress.
  - e. I understand that it is **my responsibility** to see that the evaluation materials are received by the HDFS Internship Director by the due dates indicated in 8b and 8c above. *Evaluations should be submitted by me on Canvas as a PDF file.*
10. I understand that I am responsible for completing my internship over the full number of weeks comprising the semester I intern. I understand that I cannot pass the internship course unless I complete a minimum of 450 internship hours which requires a *minimum* of 30 on-site hours per week during Fall and Spring semesters and a *minimum* of 45 hours per week during Summer semester. I understand that I cannot count time spent completing course assignments, sick days, personal errands, lunch breaks, or other similar activities toward my internship hours.

11. I agree to maintain a mid-term and a final *Time and Activity Log* as outlined on the Canvas course website. I understand that each *Time and Activity Log* has to be signed by my supervisor to verify my hours before submitting it to the HDFS Internship Director. I also understand that it is my responsibility to ensure that the HDFS Internship Director receives my Time and Activity Logs by the due dates which are **Thursday, February 29th for the mid-term log and Friday, April 26th for the final log.** *Time and Activity Logs should be submitted by me as a PDF file on Canvas.*
12. I understand that my final grade for the HDFS Internship will be based upon the successful completion of the internship assignments as outlined on the Canvas course website and the quality of my performance at the internship site. I will review all information posted on the Canvas course website so that I understand my responsibilities for the HDFS Internship. I will ask questions to clarify anything I do not understand.
13. I understand that I am required to submit all assignments, including my Time and Activity Logs, and my mid-term and final evaluations, through the Canvas course website.
14. I will be available for periodic consultation with the internship director via Internet communications, on-site visits, campus appointments, telephone contacts, and/or written correspondence, as requested. I understand that I will need reliable Internet access to complete my HDFS internship requirements. I agree to check my Auburn University and Canvas e-mail accounts on a regular basis to stay current on internship-related communications. I will promptly notify the HDFS Internship Director of any changes, problems, or concerns with my internship placement.
15. I will abide by the Student Academic Honesty Code as published in the Tiger Cub and referenced in the Auburn University Oath of Honor. Academic dishonesty includes, but is not limited to, plagiarism, the submission of false documentation, and turning in assignments that are not my own work. I also understand that Auburn University prohibits the use of illegal drugs or alcohol during any university activity which includes my internship.
16. I am committed to abiding by the ethical guidelines and the formal order of conduct that govern my area of professional interest. I will familiarize myself with and abide by ethical standards for respecting the confidentiality of the people I work with. I agree to not discuss personal information about internship clients with my family or friends and I will use fictitious names when referring to them during internship-related communications and when completing written assignments. I understand that I can find specific ethical standards regarding client confidentiality posted on the Canvas course website.
17. I agree to demonstrate a high level of professionalism during my internship. At my site, this includes but is not limited to arriving on time daily, working all scheduled days/hours, communicating with my site supervisor and HDFS Internship Director about unavoidable absences, and keeping personal electronic communications outside of the workplace. For the internship course, professionalism includes completing assignments accurately and on time as well as using the Canvas course website as required.
18. I understand that if I am dismissed by my internship site *for any reason*, I will have to withdraw from the current semester and postpone the start of a subsequent internship placement for at least one semester. Other university sanctions may apply.
19. I will conclude the internship by expressing appreciation verbally and in writing to the agency supervisor.

I **agree that I have read and understood the HDFS Student Internship Agreement, and I will uphold the requirements in order to insure successful completion of my Human Development and Family Science Internship. I WILL KEEP A COPY OF THIS AGREEMENT FOR MY RECORDS.**

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Student Signature

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Date