



SCHOOL OF PUBLIC HEALTH

Department of Family Science

1204 Marie Mount Hall
College Park, Maryland 20742
301.405.3672 TEL 301.314.9161 FAX
fmisc@umd.edu
www.sph.umd.edu/fmisc

Dear Prospective Intern Supervisor:

The Department of Family Science at the University of Maryland is an interdisciplinary department which focuses on families and their interactions with various social institutions.

Our applied emphasis mandates an internship experience for every undergraduate student. With faculty direction and support, each student locates an appropriate internship experience and contracts with our Department and the internship site. Each student's semester-long commitment includes 120 hours of internship work at an approved job site and attendance at a weekly internship seminar on campus.

Intern supervisors are required to supervise each student intern on a regular basis (one hour per week is typical). These supervisory sessions include planning, training, evaluation, and suggestions for improvement. We expect our student to have a pre-professional role and to behave and be considered accordingly. In addition, mid-term and final evaluations are required of each supervisor. Deadlines will accompany the evaluation forms, which are sent near the middle and end of the semester. A timely response is necessary if feedback, corrections, and grading are to be made prior to the semester's end. The development of a working team is our goal and, therefore, ongoing contact is encouraged.

Students must attend every seminar and will lose a substantial percentage of their grade for every absence. We ask that you do not schedule your intern for anything that conflicts with their seminar attendance. The seminar dates are located on the course syllabus.

Regulations require contracts to be completed by the student and their prospective internship supervisor prior to each semester. This contract must be received no later than **December 1st** (for Spring semester internships) or **May 1st** (for Summer or Fall semester internships).

If you have any questions about the internship program or the Department of Family Science, please feel free to call. Your interest in exploring an educational partnership is very much appreciated.

Sincerely,

Amanda N. Bowsher, M.A.
Undergraduate Coordinator
Department of Family Science
University of Maryland, College Park
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UNIVERSITY OF MARYLAND

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INTERNSHIP CONTRACT

(Please type or print)

Name: _____ Student ID: _____

Local Address: _____
Street Address _____ Apt. No. _____
City _____ State _____ Zip Code _____

Local Telephone: _____ Email: _____

Permanent Address: _____
Street Address _____ Apt. No. _____
City _____ State _____ Zip Code _____

Student's Academic Status: Sophomore Junior Senior Graduate
Proposed Semester of Internship: Fall Spring Summer

Current GPA: _____ Expected Graduation Date: _____

I completed FMSC 330 Semester: _____ Year: _____ Grade: _____
FMSC 383 Semester: _____ Year: _____ Grade: _____

The above-named student is contracting for an internship at the following agency/organization with the following conditions:

Agency/Organization Name: _____

Agency Address: _____
Street Address _____ Apt. No. _____
City _____ State _____ Zip Code _____

Agency Director: _____ Intern Supervisor: _____
Name and Degree _____ Name and Degree _____
Official Title _____ Official Title _____

Phone Number: _____ Phone Number: _____

Email Address: _____ Email Address: _____

Number of Weeks per Semester: _____ (15 or 16 is typical)

Number of Hours per Week: _____ (8-10 is typical; 120 total hours required)

Student's Contract Period is from: _____ to _____
Start Date End date

CONTRACT DEADLINES: DECEMBER 1st for Spring Semester internships; MAY 1st for Summer & Fall Semester internships.

THIS CONTRACT WILL BE YOUR FIRST WRITTEN GRADE IN THE SEMINAR. EVALUATION CRITERIA: PROMPTNESS, NEATNESS, & THOROUGHNESS. IF YOU HAVE ANY QUESTIONS, PLEASE CALL (301) 405-4003.

Specific Duties, Responsibilities, and Expectations of Student Intern

Please include the approximate percentage of time allotted for each job duty.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Family Science Component

Each Family Science internship must have a significant focus on the family unit, incorporating the needs and concerns of the family in addition to those of the individual. Please give a short explanation of how the internship responsibilities incorporate the family unit.

Supervision

Please detail the manner in which the student intern will be supervised [i.e. who will supervise the intern, what type of on-site training will be provided, how the supervision will be structured (individual or group, ongoing or specific hours/days), whether planning sessions will be conducted, etc.]:
