

Practicum Orientation

1. Discuss Class Sessions
 - a. Weekly Meetings
 - b. Book required for course
2. Internship Search Requirements
 - a. Resume
 - i. Visit the Writing Commons (<http://www.kent.edu/writingcommons>) for help writing a professional resume and cover letter
 - b. Review the handbook
 - c. Search for site that is appropriate for your major/minor. You may want to visit the Internship Site Directory
 - d. Interview
 - i. Professional Dress
 - ii. Complete the agreement. Be sure to fill out the goals section with **substantive** work that you will be doing during your internship
 - e. Thank You Note
3. Deadline to turn in the signed Internship Agreement and the Dismissal Policy Form:
 - a. Summer Semester – April 30th
 - b. Fall Semester - June 30th
 - c. Spring Semester – November 30th
 - d. **If paperwork is not received by the deadline, the student will be de-registered from the class unless prior arrangements are made.**
4. Must have an overall GPA of 2.25 or higher.
5. HDSF and GERO students must have Senior standing and preferably be in your last semester prior to graduation. Also it is highly recommended that you have completed Professional Development in HDFS (HDFS 44018).
6. Nonprofit Studies students must have taken either HDFS 44033, Community Outreach in Nonprofit Management or HDFS 44034, Principles and Practices of Nonprofit Management and currently be taking the other class.
7. Prior to starting your internship, you should meet with your professional and academic/faculty advisors.
8. I will request that our scheduler register you into Practicum for the semester you have indicated and for the number of credit hours that you have requested. You **MUST** email Kathy Bergh in

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order to be registered for this course. Please include your name, banner ID, semester, and credit hours. You are not able to register for this course yourself!

9. Internship Location Resources
 - a. Attend upcoming Job and Internship Fair **at the KSU Field House**
 - b. “Visit the Career Services website: www.kent.edu/career Click on “Find Jobs & Internships” located on the toolbar below the picture. This will take you to the student login page for Flash @ Work, in which you will enter your Flashline username and password to login. “
 - c. Visit HDFS’s KSU webpage to access the Internship Site directory (which will give you suggestions as to locations you might consider for your internship. Look for “Internship Sites” and click on the directory. Please feel free to ask me for ideas if you are struggling with finding an appropriate location.
10. Some internship sites will require you to have a completed BCI (for the state of Ohio) and/or FBI (at the federal level) background checks. This will require that you be fingerprinted. You can do this at the IRC (#221 White Hall, 330-672-2353) for \$55 (FBI \$30/BCI \$25). Please note that the IRC only accepts cash or check as payment, and it typically takes 4-6 weeks for results to be mailed. The IRC is open Mon-Thurs 8a-8p and Fridays from 8a-5p and they stop doing background checks 30 minutes before they close.
11. There is a possibility that a recent grant our university has received may provide funding to you during your internship. There are criteria that must be met in order to qualify, but exploring this possibility may benefit you. If you are interested in pursuing funding through the Great lakes Grant, please contact Keith Smith (ksmit245@kent.edu).
12. Please let me know if I can be of assistance to you. I am happy to meet with you to further discuss your internship.
13. Paid internships are permitted and encouraged.

Kathy Bergh

kbergh@kent.edu

330-672-5380