

**Concordia University**

**Department of Applied Human Sciences**

**Human Relations Internship Manual**

**AHSC 439**

**Updated February 2011**

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## **Introduction**

### ***Course Description***

AHSC 439 *Internship in Human Relations* (6 credits)

Prerequisite: 60 university credits including AHSC 330, 370; AHSC 423 and 425 or 443 and 445 previously or concurrently; permission of the Department.

This course provides students with an opportunity to design, implement, and evaluate small group leadership in several settings, and to negotiate working relationships with site personnel. Students will be solely responsible for facilitating several task or learning groups in community, work, or educational settings. The sites will be selected according to students' learning interests and in consultation with the course instructor. The course includes supervisory team meetings and internship seminar sessions.

### ***Purpose***

The internship is a supervised educational experience within a professional setting related to the student's area of interest or specialization. It is the opportunity for students to synthesize and more fully understand the significance of what they have learned throughout their degree program and to gain vital pre-professional experience. In particular, the course is designed to offer students the opportunity to practice the art and science of small group facilitation and systems intervention in an organizational or community context.

### ***Goals and Objectives***

To enable students to gain professional experience and to gain an appreciation and understanding of the role, duties, and responsibilities of the practice of human relations.

To provide students with opportunities to integrate theory and practice.

To enable students to further develop their communication and relationship-building skills, understanding of group development, group process and intervention skills, collaborative planning abilities, understanding of human systems and practice-based learning skills.

To encourage the exchange of contemporary views on current issues and practice between the intern, professionals in the field, and the academy.

To enable students to increase their knowledge in order to make informed choices concerning future jobs, learning experiences, and/or further areas of study.

To enable students to recognize personal strengths and challenges in the field of human relations.

## Getting Started

Internship students are responsible for finding, visiting and selecting a placement. You will be provided with all the information you need to begin searching for a placement site by your internship professor. You may want to begin your search prior to the course start. The following is an outline of the steps you need to take prior to starting your internship program:

### ***Registration***

In order to register, you must make an appointment to see the AHSC Undergraduate Coordinator, Sybil Lewis, 848-2424 ext 2263 to ensure you have the required courses (AHSC 330, 370 and either 423/425 or 443/445 previously or concurrently). You will then be flagged to register for the Human Relations Internship (AHSC 439).

### ***Preparation***

Before approaching organizations, you need to read the ***Purpose, Goals & Objectives*** and ***Requirements*** sections in this manual. This will give you a good understanding of the course requirements and what you need to look for in an internship placement site.

### ***Finding a Placement Site***

After you are registered meet with your internship supervisor to discuss potential agencies that suit your interests. You are also encouraged to consult the database of internship placement sites. This is in the moodle system which you should be able to access via your Concordia portal. We have arranged that you can have access to the database when you are registered for AHSC 370 and you will also have access once you are registered for AHSC 439.

There is no guarantee that you will find a placement from this list. It is simply a starting point to learn about internship opportunities as you begin your search.

All of the organizations listed have expressed interest in having internship students; many of the listings include examples of programs that have been run or programs/projects for which the organization has a need. You are welcome to contact any of these organizations directly to discuss the possibility of doing your internship with them.

If you would like to select a placement site that is not listed on the website, you are welcome to do so. However, you need to ensure that the site is able to meet the requirements outlined in this manual.

Once you have provisionally agreed on a placement site, you need to complete a Proposal Form with your organizational contact person and a CSST Insurance Form (see *Required Forms*). These forms must be submitted to your course instructor.

*Please note:* Your program proposal is subject to approval by your instructor.

When all required paperwork has been submitted & approved, you may start your internship.

## **Requirements**

Students will devote a minimum of 200 hours over the fall/winter terms to their placement site.

Students will engage in work that relates to their human relations training and expertise. Areas of study from which the student may draw during the internship experience include interpersonal communication, group dynamics and group process, small group leadership, program design, facilitation, organizational and/or community development, and research methods.

To ensure students have the opportunity to intervene in human systems on different levels, there are two specific requirements to be fulfilled within the internship, a *group experience* and an *organizational project*.

### ***Group experience***

The internship student will engage in at least one of the two following activities:

1. Design, implement and evaluate a 6-8 session program with a specific training or psycho-educative focus.
2. Provide process facilitation to a task group over a period of at least 8 sessions in order to improve its functioning and productivity. The group must have a stable, continuing and constant membership of adults, adolescents or children over the age of 10. Group members must be cognitively cognizant. The key is that the participants must be capable and interested in influencing the direction of their group.

### ***Organizational Project***

The intern will develop and implement a project that requires him/her to gain an understanding of the organization's functioning and that will result in positive change for the organization (or department, if the organization is very large). Previous organizational projects have included: conducting research to be used by the organization, reviewing and revamping existing procedures and/or developing new ones, conducting a needs assessment of a particular client group, and working with management on organizational change projects.

## **Various Responsibilities**

### ***Placement Site Supervisor Responsibilities***

The placement site supervisor is an individual who works at the organization 25 hours or more per week and has a relevant degree and/or experience in the field.

The supervisor will liaise with the organization to ensure the student is able to work with a group and conduct an organizational project.

The supervisor is available to provide one-to-one supervisory sessions to the internship student at a ratio of 1 hour supervision/ 40 internship hours (e.g. if the student is working 10 hours per week, then the student and supervisor will hold a supervisory meeting once each month).

The supervisor will complete a mid-term evaluation half-way through the internship and a final evaluation when the internship is completed, and will send these evaluations to the university supervisor.

### ***Student Responsibilities***

The student is responsible for finding, visiting and selecting a site and establishing a proposal/contract with the organization. The proposal/contract is subject to approval by the university supervisor and the AHSC Ethics Committee.

The student will complete all relevant paperwork, including a CSST insurance form, before starting the internship.

The student will adhere to the norms and professional practices of the placement organization and will fulfill the internship requirements outlined above.

The student will submit bi-weekly logs to the university supervisor.

The student will complete all written assignments and submit them to the university supervisor.

### ***University Supervisor (Professor) Responsibilities***

The university supervisor will contact the placement site supervisor before the internship begins to confirm that the student will be completing his/her internship with the organization.

In relation to internships conducted on the island of Montreal, the university supervisor will visit the student and the placement site supervisor on site midway through the internship.

The university supervisor will be available throughout the internship to respond to concerns or questions.

The university supervisor will receive and respond to bi-weekly logs from the internship student, as well as mark all written assignments.

## **FAQs**

*Is there a class for the internship?*

Yes, there is a class that meets for the first three weeks of the course and then every 3-4 weeks. You will receive a schedule of classes on the first day of the course.

*Can I be paid for the internship?*

No, the internship is a non-remunerated learning experience for which you will receive 6 credits. It is a requirement that you not be paid.

*Can I do my internship where I work?*

No, it is important that you do your internship at an organization that is new to you, so neither your present nor past places of employment would be suitable.

*How long in advance should I arrange my internship?*

It is advisable to be thinking about your internship and the type of clientele/organization that interests you. You may want to make contact with an organization before class begins, but are not required to do so. The expectation is that you will begin your internship within 4 weeks of the start of class, which is usually enough time for students to find a placement if they put a concerted effort into doing so.

## **Forms Listing**

The following forms can be found on the Human Relations Internship website:

Internship Information for Students & Supervisors (French)

Confirmation of Placement/Proposal Form

Confirmation of Placement/Proposal Form (French)

Mid-term Evaluation

Mid-term Evaluation (French)

Final Evaluation

Final Evaluation (French)

Learning Contract Template

Learning Contract Template (French)

Bi-weekly Log Format

Ethics Considerations

CSST Form

CSST Form (French)