



Department of Applied Human Sciences  
Human Relations Internship – AHSC 439  
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### **Information for Internship Students and Supervisors**

#### **Internship Purpose and Goals**

- To enable students to gain professional experience as well as an appreciation and understanding of the roles, duties, and responsibilities of the practice of human relations in a real world context.
- To provide students with opportunities to integrate theory and practice.
- To encourage the exchange of contemporary views on current issues and practices between the intern, professionals in the field, and the academic cohort and supervisor.
- 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.

#### **Internship Requirements**

- Students will devote a minimum of 200 hours over the fall/winter term to their placements 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*.

##### **1. Group experience**

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

- a) Design, implement and evaluation a 6-8 session program with a specific training or psycho-educative focus.

**OR**

- b) 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 should 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.

## **2. 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 have an impact on 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.

### **Placement Site Supervisor Requirements and 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 with the internship student at a minimum of 1 hour supervision for 20 internship hours (e.g. if the student is working 10 hours per week, then the student and supervisor will hold a minimum of one supervisory meeting twice 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 via fax or email.

### **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, ethical frameworks, and professional practices of the placement organization and will fulfill the internship requirements outlined above.
- The student will submit regular logs to the university supervisor as outlined in the course syllabus
- The student will complete all written assignments and submit them to the university supervisor.
- The student is responsible for downloading the evaluation forms (both mid-way and end of internship) and ensuring these are discussed with the site supervisor.

### **University Supervisor Responsibilities – Diane Demers**

- The university supervisor will contact the placement site supervisor before the internship begins to assess the appropriateness of the site and 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 endeavor to visit the student and the placement site supervisor on site midway through the internship, and/or maintain telephone contact with the site supervisor.
- The university supervisor will be available throughout the internship to respond to concerns or questions.
- The university supervisor will receive and respond to regularly submitted logs from the internship student, as well as mark all written assignments.
- The university supervisor will liaise with the university regarding insurance and the university's ethics protocol.

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Diane Demers, M.A.*