

Dear Prospective Intern Supervisor:

The Department of Family Studies 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 students 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 full letter grade for every absence after the first one. 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 Studies, please feel free to call. Your interest in exploring an educational partnership with us is very much appreciated.

Very truly yours,

Dawn Marie Smith
Internship Coordinator



INTERNSHIP CONTRACT
(Please type or print)

Name: Student No.:

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

Local Telephone: E-mail :

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 G.P.A.: Expected Graduation Date:

I completed FMST 330 Semester: Year: Grade:
FMST 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
City State Zip Code

Agency Director: Intern Supervisor:
Name and Degree Official Title

Phone Number: Phone Number:

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

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

Student's Contract Period is from: Start Date to 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.

