March 5, 2015

Dear Community Agency Representative:

_________________________ is enrolled in the Department of Human Development 470 Seminar/Practicum course at CSULB and is interested in a placement at your agency. Part of the requirements for HDEV 470 is to serve as an intern at a community agency or educational setting for a minimum of 6 hours per week for 15 consecutive weeks (for a total of 90 hours). Specific student schedules are to be arranged between the student and the agency.

HDEV 470 is offered in the belief that students will be better prepared as professionals if their academic work is accompanied by actual experience in the field (learning by doing). Students work in their placement and then return to a weekly seminar to reflect upon and discuss their experiences. Our goal is for the practicum arrangement to be mutually beneficial; that is, if appropriate assignments are arranged, both the student and the sponsoring agency will derive benefit from the field placement.

If you are interested in serving as a sponsoring agency for the practicum experience, please complete the information on the attached form and return it to the student. However, before accepting the responsibility for a practicum student, it is important that you be aware of the following:

• The student is assigned to an agency/school to gain experience in as many aspects of the organization as possible. The student may assist with and even take responsibility for a variety of tasks. Some of this work must include professional development activities that involve deliberate learning. Tasks cannot be limited to mundane clerical work.
• The student must be assigned to an immediate supervisor to whom the student is directly responsible, and who maintains a mentoring relationship with the student. The goal is for the student to receive ongoing feedback about his/her work.
• To comply with university policy and fair labor law practices we initiate written agreements between sponsoring agencies and CSULB that spell out in more detail the mechanisms in place to cover university students completing internships in the community. These agreements are mailed to agencies for review and signatures mid-May.
• Before the beginning of the semester we will provide agencies with the instructor’s name and contact information. Throughout the semester agencies may receive occasional calls from the student’s instructor to assess how the student is doing in the placement.
• Toward the end of the semester, we will ask for the supervisor’s assessment of the student’s performance. An evaluation form will be distributed at that time.

Thank you in advance for your cooperation and help. If you have any questions please contact me through my email listed below.

Sincerely,

Beth Manke, Ph.D.
Professor and Internship Coordinator
Department of Human Development
Beth.Manke@csulb.edu