

Human Services Internship Program Application

Name: _____ Date: _____

Social Security Number or Student ID Number: _____

Applying for:

SEMESTER & Year of Internship: Fall _____, Spring _____, Summer _____
SCWK-2486 Internship I _____
SCWK-2487 Internship II _____
SLNG-2488 Internship _____

Personal Information:

Home address: _____
Phone number: _____ (work) _____ (home)
Email address: _____

My program of study is for the:

- ____ Certificate in Addictions Counseling
- ____ Associate of Applied Science degree in Addictions Counseling
- ____ Certificate in Therapeutic Recreation
- ____ Associate of Applied Science degree in Therapeutic Recreation
- ____ Associate of Applied Science degree in General Human Services
- ____ Certificate in Interpreter Preparation Program
- ____ Associate of Applied Science degree in Interpreter Preparation Program

I want to be considered for an internship placement with (be specific as to population or setting):

I would prefer to intern at the facilities listed below (show them in order of preference with the most wanted shown first):

REV. 8/2006

Requirements for Admittance and Acceptance into the Human Services Internship Program

Human Services (HUSE) students pursuing a Certificate or Associate of Applied Science degree must complete Internship to finish their program of study. All students must meet the following requirements to be considered eligible to apply for the Internship Program.

Application Procedures

The student turns in the Internship Application form to the HUSE department by the following dates:

Fall semester Internship deadline	July 1
Spring semester Internship deadline	November 1
Summer semester Internship deadline	April 1

For confirmation of approval into the HUSE Internship Program, the applicant should telephone the department Administrative Assistant (223-3206) prior to their registration time as shown in the ACC Course Schedule. After the Department Chair gives approval for admission into the Internship Program, the Administrative Assistant will provide department clearance for the student, thus allowing the student to register. All other students will be blocked from registration into Internship courses.

Academic Requirements

A student must have no less than a 2.8 GPA in all completed Human Services courses. The grade of "D" will not be accepted as passing in any Human Services course. Furthermore, acceptance of "D" as passing in other required courses (PSYC, MATH, etc.) is at the discretion of the Human Services Department Chair who gives final approval for admission into the Internship program.

Students in a Certificate Program must have completed or have concurrent enrollment in Semester I and II courses as listed

in the ACC Catalog for the Certificate sought.

Students in an Associate of Applied Science Degree Program must have completed courses listed in Semester I and II and have completed or concurrent enrollment in Semester III (if applying for Internship I) or IV (if applying for Internship II) courses as listed in the ACC Catalog for the degree sought.

Readiness Requirements

Any Human Services Instructor who has taught the Internship applicant may question readiness for Internship. To do this, the Instructor must email the Department Chair within one week following the appropriate Internship Application deadline date. The faculty member must document reasons for concern of the applicants' readiness. This must include examples of the applicant's skills and abilities (including but not limited to cognitive knowledge, maturity, responsibility, judgment, or interpersonal skills) that indicate he/she is not ready for an internship placement.

Upon receipt of the Instructor's email, the Department Chair meets with the faculty member submitting the information. The Department Chair can then either proceed with the internship placement or call for a Review Panel to review the documentation. If a Review Panel is to be called, the Department Chair notifies the student in writing within five working days (excluding weekends) of that decision. The student is notified of the date, time and location the Review Panel is to convene, and receives a summation of the concerns.

The Review Panel will be comprised of five members of the College community, including the Dean for Applied Technologies, Multimedia, and Public Services or designee, HUSE Department Chair, and members of the ACC faculty (full-time or adjunct). The Review Panel must meet within 15 working days (excluding weekends) after the date of the Department Chair letter to the student. The Review Panel will:

allow the student an opportunity to address the concerns;
make a recommendation in writing to the Department Chair within five working days (excluding weekends) of convening regarding their findings.

Recommendations may include one or more of the following:

approval for Internship;
recommend course(s) to complete to build on areas needing improvement before entering Internship;
recommend off-campus psychological counseling before reapplying for Internship;
disapproval for Internship with an explanation of grounds for the decision.

The student will be notified in writing of the Review Panel recommendations within five working days (excluding weekends) of the recommendation submission.

Any decision other than approval for Internship will require the student to make a new application for Internship in subsequent semesters.

The Review Panel recommendations are binding and may not be appealed.

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Policy on the Acceptance of Transfer Students into Internship:

An individual wishing to enroll in SCWK 2486 (Internship I) or SCWK 2487 (Internship II) class who has completed a non-college credit program from outside of Austin Community College, must meet the following criteria:

Complete an interview with two of the full-time faculty members of the Human Services department. The interview may include oral and/or written testing to demonstrate knowledge, skills and abilities on subject areas.

Supply transcripts and certificates of completion from all courses or workshops attended outside of ACC.

Enroll in ACC Continuing Education or College-credit courses in areas deemed deficient. Enrollment may be a pre-requisite to acceptance into internship or be allowed concurrent with internship.

Provide one letter of recommendation from an employer or member of the professional community who can speak to applicant's experience and readiness for internship placement.

Upon approval, the individual must complete all necessary paperwork and payment for enrollment in course(s). Failure to comply with any stipulations of acceptance or academic requirements once enrolled (i.e., attendance, assignments) will result in termination of internship.

The decision of the Interview Committee is final.

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