HDV Students Planning HDV 303 in Summer or Fall 2019
HDV 303 Applied Field Experience & Analysis

SET UP YOUR INTERNSHIP PLACEMENTS NOW
April 29 IS THE DUE DATE for approved FALL placement applications.
May 1 IS THE DUE DATE for approved SUMMER placement applications.

Course Description: HDV 303 combines student field experiences required by the Human Development Major with opportunities to share experiences in a clinical context, to interact with social service leaders in the community, to reflect on placements. Prerequisite: Upper division standing, HDV GPA of 2.0 and good overall standing.

EXCEL manages the HDV internship process and you must have an approved placement before registering for HDV 303.

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<th>HDV 303</th>
<th>Summer 2019</th>
<th>Fall 2019</th>
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<td></td>
<td>Professor Brown</td>
<td>Professor Gentile</td>
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<td>HDV 303</td>
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Checklist for the Internship Process:

___ A. Find your internship! Utilize hireOz by Handshake, Career Shift, and your Career Coach!
   Go to www.oswego.edu/career-services/search-begins

___ B. Visit EXCEL in the Compass (145 MCC) or visit www.oswego.edu/excel for an Experiential Application and Instruction packet or print a packet HERE. Have questions about internship standards or if yours will count for credit? Email Tina.Cooper@oswego.edu, Site Coordinator.
   Note: This packet’s steps are important! Your site supervisor must complete the online Academic Internship/Co-op Verification Form.

___ C. Wait for approval in a verification email from tina.cooper@oswego.edu (up to 5 BUSINESS days, sometimes longer if there is a lot of follow up needed).

___ D. Complete the EXCEL paper application (the last page of that packet!)

___ E. See your HDV faculty sponsor and academic advisor for their signatures.
   ✓ bring a copy of your stamped/approved position description (from C).
   ✓ both of these faculty need to sign your Experiential Application.
   ✓ get instructions for your learning objectives from your sponsor (also in HDV Majors’ Blackboard group).

___ F. Submit the completed, signed paper application to EXCEL before the deadline. (Check your Oswego email account daily and respond to EXCEL emails.
   Note: When your application is finalized, EXCEL (excel@oswego.edu) will email you to register yourself and complete your online Learning Agreement.