

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.

	Summer 2019	Fall 2019
HDV 303	Professor Brown	Professor Gentile
HDV 303	Online	W 3 – 4:20

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.