

HUMAN AND FAMILY DEVELOPMENT MINOR: SERVICE LEARNING (HFD 498)

On the HFD website you will find a list of [potential placement](#) sites for students enrolled in the Human and Family Development Minor service learning experience, Cooperative Education Experience (HFD 498). This is considered a service learning experience in which you set and achieve learning goals in addition to providing service. In addition to sites listed, students may propose other sites for approval to the service learning faculty supervisor. For example, there are many retirement homes and centers, as well as day care and preschool sites which are not listed but which may be considered appropriate. Contact your Human and Family Development Minor Committee Advisor for more information.

While the Human and Family Development Minor requires only 2 credits of service learning work (roughly equivalent to 90 hours of work over a 15-week semester), note that many sites require longer commitments, up to two semesters.

The procedure for enrolling in HFD 498 is as follows:

1. Identify a position that you are interested in. You may use the HFD list of service learning placements but you may also identify an agency and position that is not listed but that fits with your interests and goals. The position can be volunteer or paid.
 2. There are a maximum of 6 credits that you may earn towards graduation for all courses that are numbered x98. You may enroll in more than one of these, but once you have earned a total of 6 credits no other credits will count towards graduation. The rule of thumb for determining the number of credits you earn is that 45 hours per semester = one credit.
 3. Contact an HFD Committee faculty member who you would like to have serve as an academic advisor for approval of the internship.
 5. Contact the agency that offers the position and determine whether you may volunteer or work there and whether there is a supervisor on site who will complete necessary paperwork and supervise your work.
 6. Meet with your academic advisor to discuss the job description and your learning objectives (you will need to identify these for the online learning agreement. You will also need to have your academic advisor sign a **course over-ride slip** (obtained at the Registrar's office, and returned there) **in order to officially register**.
 7. Go to [Internship Services](#) (DHC, Garden Level, Suite 02), get/print a Learning Agreement form. The [Online Learning Agreement](#) (OLA) allows student interns, faculty, and employers to be connected in an organized and efficient manner. Through the OLA, everyone involved is able to see and approve the details of an internship including associated learning objectives and job descriptions. The OLA highlights the educational nature of the internship experience. This system also allows faculty to view evaluations completed by the student and the supervisor at the conclusion of the internship for assessment purposes. **It is the student's responsibility to complete the OLA and to register for the academic credit in a timely manner. Ideally, this paperwork should be submitted well in advance of the internship's start date.**
- Print and review the [Online Learning Agreement Worksheet](#).
 - Log on to your *Handshake* account using the gray box to the left and your NetID.
 - Once you are signed in to your account, click the "Report an Internship Hire" link on the left side of the screen.
 - Select the grey "Other" tab near the bottom of the page after selecting the correct academic term from the drop down.
 - Fill in the "Organization Name" and "Job Title" fields then press "Save."
 - Complete the rest of the Online Learning Agreement fields using the worksheet.

- You can cut/paste your Job Description and Learning Objectives from another document or upload them directly into the “Internship Document” area.
- Select “Finish” when you are done. If you need to make changes to your agreement, please contact our office instead of resubmitting the entire form.

Details of supervision are to be worked out between the faculty supervisor and the student, although it is assumed that there will be an on-site supervisor and that the student will meet periodically with the faculty supervisor to report progress and to discuss relevant issues. Students will be responsible to:

1. Work at your internship site as determined by your academic supervisor and on-site supervisor.
2. Participate in a weekly seminar in which your service learning goals are developed and you participate in discussions and classroom exercises with other service learning students. This seminar currently meets in an online forum through Moodle. Towards the end of the semester, students will meet together to give brief presentations about their service learning experience.
3. Keep track of your hours (45 hours = 1 credit hour; electronic log is preferred). Activities that count towards your hours are as follows:
 - a. Time spent at the internship site working
 - b. Time spent attending the online Moodle class (approx. 1 hour a week).
 - c. Time spent journaling
 - d. Time spent researching and writing your 10 page literature review
 - e. Time spent preparing and attending your end of semester presentation about your service learning experience
4. Keep a Reflective Journal (electronic journal is preferred). Reflection is considered a key component of service learning. The journal can be maintained electronically or handwritten.
5. Write a 10 page literature review. The topic must be approved by your HFD academic advisor. The topic should be related to your service learning experience and your own “theme” recorded on your Plan of Study form (i.e., it should reflect a topic related to your academic and career goals). Follow APA formatting guidelines.
6. Turn in your literature review, journal, and hours at the end of the semester to your HFD academic advisor (electronically is preferred).
7. Your internship supervisor will complete necessary forms at the end of your internship.



Rebecca Hamler, HFD Minor

I worked for nine weeks at Clark Fork School as summer camp counselor. This was one of the best educational opportunities I have had as a college student. I gained hands on experience working with five to fourteen children ranging from three to seven years of age. Weekly field trips to art museums, rivers, parks, theatres, and hiking the "M" prepared me for just about anything! I enjoyed meeting the incredible staff, parents, and students at Clark Fork and gained a new appreciation for the outdoors in beautiful Missoula MT. This internship helped me accomplish my goals while earning credit, and provided me with some very entertaining stories. I would recommend being a part of this internship process through the HFD department because it is wildly diverse. The possibilities are endless!