

# TEXAS STATE

**FCD 4301: FAMILY AND CHILD DEVELOPMENT INTERNSHIP  
HANDBOOK**

**SCHOOL OF FAMILY AND CONSUMER SCIENCES**

**TEXAS STATE UNIVERSITY  
SAN MARCOS, TEXAS 78666**

**TABLE OF CONTENTS**

FCD 4301 COURSE DESCRIPTION	3
REGISTRATION AND REQUIREMENTS FOR FCD 4301	4
INTERNSHIP APPLICATION AND PROCESS	5 – 6
RESPONSIBILITIES OF INTERN, SITE SUPERVISOR, AND FCD 4301 INSTRUCTOR	6-7
INTERNSHIP SITE AGREEMENT FORM	8 - 9
MID-TERM EVALUATION FORM & DOCUMENTED HOURS	10 - 12
STUDENT SELF-EVALUATION FORM	13-14
SAMPLE INTERNSHIP SITES	15-17
INTERNSHIP APPLICATION CHECKLIST	18

**FCD 4301: COURSE DESCRIPTION**

Internship program in Family and Child Development-related professions, services, industries, or businesses must meet college, department, and program requirements.

The School of Family and Consumer Sciences instituted the internship requirement to promote interaction between students and the work environment. FCD 4301 is designed to allow students to participate in an educationally oriented practical experience. Through the internship, each student will have an opportunity to translate theory into operational applications and gain on-the-job experience in the field of family and child development.

FCD 4301 is an online class with required coursework in addition to a **minimum 150 hours** of field placement. **All field placement hours must be performed within the designated academic period (first to last day of class).** Students should plan to begin the internship early in the semester and must complete all hours by the last day of class. Students are required to maintain time logs due throughout the semester to demonstrate steady progress and must also arrange a midterm and final evaluation with the internship site supervisor. In addition to the successful completion of the requirements in the online internship class, 150 hours of fieldwork at the approved internship site must be verified by the site supervisor for course credit.

The class is offered online with specific coursework requirements in addition to 150 hours of appropriate and approved field placement.

**OBJECTIVES FOR FCD 4301**

Upon completion of the internship course, the student will have successfully:

1. participated in a work environment associated with the student's career goals.
2. integrated academic theory with workplace practice.
3. analyzed realistic problems associated with the workplace and be given an opportunity to resolve these problems.
4. demonstrated appropriate workplace ethics and personal behavior patterns.
5. demonstrated human relations skills in an environment reflective of today's diverse society.
6. applied written and verbal communication skills within all appropriate levels of the organization setting.
7. integrated a variety of professional experiences, job-seeking and networking skills

### **REGISTRATION for FCD 4301**

- Students must have successfully completed all Core Curriculum coursework with at least 45 semester hours in FCS, including
  - FCD 1351
  - FCD 2351
  - FCD 2353
  - FCD 1355
- and at least 90 total credit hours overall before enrolling in FCD 4301.
  
- Students must have a minimum GPA of 2.25 in their major for graduation.
  
- Students are responsible for securing an internship site before the end of the previous semester (date noted below).
  
- Students who are enrolled with an ECI minor must complete the FCD 4301 field work in an **ECI program**.
  
- Students must consult with the FCD 4301 Instructor to proceed with FCD 4301 enrollment.
  
- Students can enroll in a maximum of 12 hours (including internship) during the semester they are completing their internships. Students who wish to enroll in more than 12 hours in the long semester or more than 6 hours in either summer session, must obtain approval from the FCD Program Area Coordinator.

### **ADDITIONAL REQUIREMENTS for FCD 4301**

- Internships at a prior place of employment or volunteerism require documentation indicating significantly different duties from past experiences to constitute a unique learning experience.
  
- The Family and Child Development Program does not stipulate if the intern should be paid or unpaid, and allows compensation to be arranged between the supervisor and the intern. Further information can be found from the U. S. Department of Labor's Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act at <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

## INTERNSHIP APPLICATION & PROCESS

### Overview

Stage	Requirements	Deadlines Summer	Deadlines Fall	Deadlines Spring
<b>I. Proposal</b>	Resume Cover letter Application Checklist	<b>MAR 31</b>	<b>MAR 31</b>	<b>OCT 30</b>
<b>II. Approval</b>	Internship Site Form -Job Description -Internship Objectives -Site Supervisor Signature	<b>MAY 5</b>	<b>MAY 5</b>	<b>DEC 5</b>
<b>III. Internship</b>	Requirements include but not limited to: -Site Supervisor Mid-term Evaluation -Site Supervisor Final Evaluation -Student Self Evaluation -Written assignments -150 hours	Per syllabus dates	Per syllabus dates	Per syllabus dates
<b>IV. Grade by FCD 4301 Instructor</b>	Completion of course requirements	Per University grading period	Per University grading period	Per University grading period

**\* You must submit all paperwork by the noted dates and be approved by the FCD 4301 instructor or you cannot participate in the internship.**

#### **I. PROPOSAL**

Potential interns should complete a resume, cover letter and application checklist. These 3 documents should be saved as a .doc or .docx or .pdf and submitted via the Internship Project Site on TRACS via Dropbox.

##### A. Application Checklist

Complete the application checklist provided in this handbook.

##### B. Resume

Develop a working resume that is both professional and concise to send to potential internship sites. Refer to Career Services for assistance:

<http://www.careerservices.txstate.edu/resources/resumecoverletter.html>

##### C. Cover Letter

Compose a site-specific letter of application. This letter will follow standard business protocol and briefly identify the student's goals and provide personal and

University contact information. Refer to Career Services for assistance:  
<http://www.careerservices.txstate.edu/resources/resumecoverletter.html>

Students are urged to use the list of acceptable sites (Appendix I) to determine which is most appropriate for your interests and career plans. Sites not included on this list must be approved by the FCD 4301 instructor. Please allow additional time for site-specific approval.

## II. APPROVAL

The FCD 4301 instructor reviews the application checklist, resume and cover letter and provides feedback. Students may not proceed with the internship process until feedback is received and necessary changes have been made to the resume and cover letter.

Faculty approval of a cover letter and resume does not automatically ensure an internship experience. Final acceptance is determined by the cooperating organization. Most organizations and agencies require personal interviews. Request an interview as soon as possible after the proposal is approved.

To complete the approval process, students submit an Internship Site Agreement Form (found in this handbook) that clearly states the student's **objectives and job responsibilities**. The site supervisor's signature and contact information are required. **Documents must be submitted to and approved by the FCD 4301 instructor by the dates noted in the Overview (above).**

## III. GRADE BY FCD 4301 INSTRUCTOR

Grading is determined according to the FCD 4301 syllabus.

## IV. ROLES AND RESPONSIBILITIES

### RESPONSIBILITIES OF INTERN

- Thoroughly review all sections of the handbook.
- Attend information session with FCD 4301 instructor the week before registration.
- Complete Internship Site Agreement Form (see below) in collaboration with the site supervisor. This includes establishing learning objectives and job responsibilities with your supervisor.
- Uphold course objectives and complete all assignments.
- Log hours (150 hours minimum) and turn in all paperwork for internship to meet course criteria and scheduled due dates.
- Meet with Site Supervisor for mid-term and final evaluations.
- Complete a self-evaluation.

**RESPONSIBILITIES OF SITE SUPERVISOR**

The field supervisor plays a critical role in determining whether the experience is a positive, growth producing one for the student. Ideally, the supervisor is able to be both supportive and understanding, able to maintain realistic expectations of the student, and act as a professional role model and mentor.

Further, the Family and Child Development program at Texas State University asks that supervisors

- Orient the student to the organization.
- Supervise and evaluate the student's work over the course of the semester.
- Provide the required opportunities for the student to complete the tasks and responsibilities outlined in his/her Internship Site Agreement.
- Discuss the student's performance with the FCD 4301 instructor as needed.
- Complete and return the midterm and final evaluations and documentation of hours completed to the FCD 4301 instructor by the scheduled dates.

**RESPONSIBILITIES OF FCD 4301 INSTRUCTOR**

- Ensure that the agency has a commitment to the internship as a training experience.
- Monitor and ensure that the internship is consistent with FCD 4301 course objectives.
- Maintain consistent contact with the intern and the intern's site supervisor.
- Be available to provide mediation of difficulties, technical assistance, and any additional services deemed appropriate by the site supervisor and/or intern.
- Document that the intern is meeting course objectives in a manner that is consistent with university guidelines.
- Document to the University when the student has completed all requirements of the internship.

**INTERNSHIP SITE AGREEMENT FORM**

**1. Student's name:** \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**2. Internship site:** \_\_\_\_\_

Site address: \_\_\_\_\_

Site website: \_\_\_\_\_

Site supervisor's name: \_\_\_\_\_

Site supervisor's telephone number: \_\_\_\_\_

Site supervisor's e-mail address: \_\_\_\_\_

**3. Student's objectives:**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

**4. Student's specific job responsibilities and expected activities:**

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_



**5. Beginning Date:** \_\_\_\_\_  
(First day of class)

**Termination Date:** \_\_\_\_\_  
(Last day of class)

***Signature and Approval of Internship***

Signed \_\_\_\_\_ Date \_\_\_\_\_  
FCD 4301 Instructor

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Site Supervisor

For (Agency or organization name) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student

**PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT AN ELECTRONIC COPY TO THE  
FCD 4301 INSTRUCTOR.**

**INTERNSHIP EVALUATION**  
(To be completed by the site supervisor)

**PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT AN ELECTRONIC COPY TO THE FCD 4301 INSTRUCTOR BY THE DEADLINE. See syllabus for midterm evaluation and final evaluation semester-specific deadlines.**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Based on the scale below, indicate how the student performed on each of the following

**(1) Unsatisfactory (2) Satisfactory (3) Above Expectations (4) Outstanding (N/A) Not Applicable**

	1	2	3	4	N/A
1. Demonstrates responsibility					
2. Works effectively with diverse groups					
3. Demonstrates awareness and appreciation for cultural diversity					
4. Demonstrates skill in communication (verbal and written)					
5. Works effectively as a team member					
6. Completes assigned tasks correctly & in a timely manner					
7. Uses a variety of resources when needed					
8. Demonstrates effective problem-solving skills					
9. Demonstrates adequate academic preparation					
10. Seeks to develop professional competence					
11. Is accountable for professional actions					
12. Proceeds well on his/her own					
13. Willing to ask for help when needed					
14. Willing to accept and use suggestions					
15. Meets conflict with emotional control & self-confidence					
16. Is highly motivated to learn the work (shows initiative)					
17. Has a pleasant, positive demeanor; shows enthusiasm					

	1	2	3	4	N/A
18. Demonstrates mature, ethical judgment					
19. Shows leadership capabilities					
20. Regular in attendance and punctual					
21. Demonstrates ability to organize work and self					
22. Demonstrates knowledge of the principles of child development.					
23. Demonstrates ability to apply developmental theory to practice					
24. Demonstrates knowledge of development principles related to population served at internship site					
25. Demonstrates knowledge of the functioning of families					
26. Demonstrates knowledge of the principles of family dynamics					
27. Demonstrates awareness and appreciation of family diversity					
28. Identifies and uses ethical behaviors in the field of family and child studies					
29. Identifies and uses professional behaviors in the field of family and child studies					
30. Exhibits ethical and professional behaviors as determined by program/agency policies					

The student's outstanding qualities are: \_\_\_\_\_

\_\_\_\_\_

The qualities that the student should strive most to improve are: \_\_\_\_\_

\_\_\_\_\_

Total # of hours completed: \_\_\_\_\_ Site Supervisor's Signature: \_\_\_\_\_



### STUDENT SELF-EVALUATION

**To be completed by the student and submitted following FCD 4301 Syllabus instructions.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Based on the scale below, indicate how you performed during your internship and will exhibit these skills in your career.

**(1) Unsatisfactory (2) Satisfactory (3) Above Expectations (4) Outstanding (N/A) Not Applicable**

	1	2	3	4	N/A
1. I understand & demonstrate my responsibilities					
2. I am able to work effectively with diverse groups					
3. I show proper awareness of and appreciation for cultural diversity					
4. I demonstrate skill in communication (verbal and written)					
5. I work effectively as a team member					
6. I complete assigned tasks correctly & in a timely manner					
7. I use a variety of resources as needed					
8. I demonstrate effective problem-solving skills					
9. I use my academic preparation in the completion of my duties					
10. I strive to develop professional competence					
11. I am accountable for my actions					
12. I can work independently and effectively					
13. I am willing to ask for help when needed					
14. I am willing to accept and use suggestions					
15. I handle conflict with emotional control & self-confidence					
16. I am highly motivated to learn the work (shows initiative)					
17. I have a pleasant, positive demeanor; and show enthusiasm					

	1	2	3	4	N/A
18. I demonstrate mature, ethical judgment					
19. I show leadership capabilities					
20. I follow the agreed upon work schedule					
21. I demonstrate my ability to organize work and myself					
22. I demonstrate knowledge of the principles of child development.					
23. I am able to apply developmental theory to practice					
24. I demonstrate my knowledge of development principles related to my field work					
25. I understand and use knowledge about the functioning of families					
26. I understand and use knowledge about the principles of family dynamics					
27. I am aware and appreciate family diversity					
28. I identify and use ethical behaviors in the field of family and child studies					
29. I identify and use professional behaviors in the field of family and child studies					
30. I demonstrate ethical and professional behaviors as determined by program/agency policies					

My outstanding qualities are: \_\_\_\_\_

\_\_\_\_\_

The qualities I most need to improve are: \_\_\_\_\_

\_\_\_\_\_

### Appendix I: Potential FCD 4301 Internship Sites

SITE	Website or Email	Location
ABA Connect	<a href="https://www.abaconnect.com">https://www.abaconnect.com</a>	Austin
Adoption Advocates	<a href="https://www.adoptionadvocates.net">https://www.adoptionadvocates.net</a>	Austin
Adult Protective Services – Texas Department of Family & Protective Services	<a href="https://www.dfps.state.tx.us/adult_protection/">https://www.dfps.state.tx.us/adult_protection/</a>	Various locations
Any Baby Can of Austin	<a href="http://anybabycan.org">http://anybabycan.org</a>	Austin
Any Baby Can of San Antonio	<a href="https://www.anybabycansa.org">https://www.anybabycansa.org</a>	San Antonio
Avance	<a href="https://www.avance.org/locales/">https://www.avance.org/locales/</a>	Alamo, Austin, Dallas, Houston, & San Antonio
Austin Child Guidance Center	<a href="https://www.austinchildguidance.org">https://www.austinchildguidance.org</a>	Austin
Austin Nature Center	<a href="https://austintexas.gov/department/austin-nature-and-science-center">https://austintexas.gov/department/austin-nature-and-science-center</a>	Austin
Gladney Center for Adoption	<a href="https://adoptionsbygladney.com">https://adoptionsbygladney.com</a>	Ft. Worth
Baptist Medical Center, San Antonio	<a href="https://www.baptisthealthsystem.com/our-locations/baptist-medical-center">https://www.baptisthealthsystem.com/our-locations/baptist-medical-center</a>	San Antonio
Big Brothers/Big Sisters of Central Texas	<a href="https://www.bigmentoring.org">https://www.bigmentoring.org</a>	Austin
Big Brothers/Big Sisters of South Texas	<a href="http://www.bigmentor.org/site/c.biKPJ7NPloI6F/b.8369893/k.F001/Home_Page.htm">http://www.bigmentor.org/site/c.biKPJ7NPloI6F/b.8369893/k.F001/Home_Page.htm</a>	San Antonio
Camp Buckner	<a href="https://www.buckner.org/camp-buckner">https://www.buckner.org/camp-buckner</a>	Burnet
Camino Real Early Childhood Intervention Program	<a href="http://www.caminorealcs.org/eciservices.html">http://www.caminorealcs.org/eciservices.html</a>	Various locations in south Texas
CARE Academy	<a href="http://careacademyaustin.org">http://careacademyaustin.org</a>	Austin
The CARES Clinic at TX State	<a href="https://cares.education.txstate.edu">https://cares.education.txstate.edu</a>	San Marcos
Caring Adoption	<a href="https://caringadoptions.org">https://caringadoptions.org</a>	Houston
Caritas of Austin	<a href="https://www.caritasofaustin.org">https://www.caritasofaustin.org</a>	Austin
Catholic Charities of Central Texas	<a href="https://www.ccctx.org">https://www.ccctx.org</a>	Austin & Bryan
Cenikor Foundation	<a href="http://www.cenikor.org">http://www.cenikor.org</a>	San Marcos
Center for Public Policy Priorities	<a href="http://forabettertexas.org">http://forabettertexas.org</a>	Austin
Central Texas Food Bank	<a href="https://www.centraltexasfoodbank.org">https://www.centraltexasfoodbank.org</a>	Austin
Child Care Licensing – Texas Department of Family & Protective Services	<a href="https://www.dfps.state.tx.us/child_care/">https://www.dfps.state.tx.us/child_care/</a>	Various locations in central Texas

<b>SITE</b>	<b>Website or Email</b>	<b>Location</b>
Child Protective Services – Texas Department of Family & Protective Services	<a href="https://www.dfps.state.tx.us/child_protection/">https://www.dfps.state.tx.us/child_protection/</a>	Various locations in central Texas
Crisis Center of Comal County	<a href="http://www.cccnbtx.org">http://www.cccnbtx.org</a>	New Braunfels
Children’s Defense Fund	<a href="https://www.childrensdefense.org">https://www.childrensdefense.org</a>	
Comal County Senior Citizen Foundation	<a href="http://nbsenior.org">http://nbsenior.org</a>	New Braunfels
Communities in Schools of Central Texas	<a href="http://ciscentraltexas.org">http://ciscentraltexas.org</a>	Various locations in Austin area
Communities in Schools of South Central Texas	<a href="https://www.cis-sct.org">https://www.cis-sct.org</a>	Various locations in New Braunfels area
Communities in Schools of San Antonio	<a href="https://www.cissa.org">https://www.cissa.org</a>	Various locations in San Antonio area
Community Action Agencies	<a href="https://communityaction.com">https://communityaction.com</a>	San Marcos
Court Appointed Special Advocates (CASA) of Central Texas	<a href="https://www.casacentex.org">https://www.casacentex.org</a>	San Marcos
Dell Children’s Medical Center of Central Texas, Austin	<a href="https://www.dellchildrens.net">https://www.dellchildrens.net</a>	Austin
Easter Seals of Central Texas (Austin)	<a href="http://www.easterseals.com/centraltx/">http://www.easterseals.com/centraltx/</a>	Austin
Early Childhood Intervention Services	<a href="https://citysearch.hhsc.state.tx.us">https://citysearch.hhsc.state.tx.us</a>	Various locations
Extend-A-Care	<a href="https://www.eackids.org">https://www.eackids.org</a>	Various locations in central Texas
Family Eldercare of Austin	<a href="https://www.familyeldercare.org">https://www.familyeldercare.org</a>	Austin
Hays-Caldwell Women’s Center (HCWC)	<a href="http://www.hcwc.org">www.hcwc.org</a>	San Marcos
Helping Hands	<a href="http://helpinghandhome.org/foster-care-and-adoption-program/">http://helpinghandhome.org/foster-care-and-adoption-program/</a>	Austin
Leafspring School	<a href="https://leafspringschool.com">https://leafspringschool.com</a>	
Lifeworks	<a href="http://www.lifeworksaustin.org">http://www.lifeworksaustin.org</a>	Austin
Mainspring, Austin	<a href="https://www.mainspringschools.org">https://www.mainspringschools.org</a>	Austin
Manchaca UMC Child Development Center	<a href="http://www.manchacaumccdc.com">http://www.manchacaumccdc.com</a>	Austin
March of Dimes	<a href="https://www.marchofdimes.org">https://www.marchofdimes.org</a>	Austin



<b>SITE</b>	<b>Website or Email</b>	<b>Location</b>
Meals on Wheels	<a href="https://www.mealsonwheelscentraltexas.org">https://www.mealsonwheelscentraltexas.org</a>	Austin
Open Door Preschool	<a href="http://www.opendoorpreschool.org">http://www.opendoorpreschool.org</a>	Austin
Operation Homefront	<a href="https://www.operationhomefront.org">https://www.operationhomefront.org</a>	San Antonio
Parenting Education Program (PEP)-San Marcos High School	<a href="https://www.smcisd.net/Page/2029">https://www.smcisd.net/Page/2029</a>	San Marcos
Pathways Youth & Family Services	<a href="http://www.pathway.org">http://www.pathway.org</a>	Kerrville
Provident Place	<a href="http://www.provplace.org">http://www.provplace.org</a>	San Antonio
Ronald McDonald House Charities of Central Texas	<a href="https://rmhc-ctx.org">https://rmhc-ctx.org</a>	Austin
The Safe Alliance	<a href="https://www.safeaustin.org">https://www.safeaustin.org</a>	Austin
Greater San Marcos Youth Council	<a href="https://gsmyc.org">https://gsmyc.org</a>	San Marcos
Settlement Home	<a href="https://www.settlementhome.org">https://www.settlementhome.org</a>	Austin
St. Jude's Ranch for Children-Texas	<a href="http://www.sjrctexas.org">www.sjrctexas.org</a>	New Braunfels
Starry	<a href="http://www.starry.org">http://www.starry.org</a>	Round Rock
Strengthening Relationships/Strengthening Families Program – Texas State University	<a href="http://www.fcs.txstate.edu/srsfprogram.html">http://www.fcs.txstate.edu/srsfprogram.html</a>	Various locations around central Texas
Interfaith Action of Central Texas	<a href="http://interfaithtexas.org">http://interfaithtexas.org</a>	Austin
Thinkery	<a href="https://thinkeryaustin.org">https://thinkeryaustin.org</a>	Austin
TRIO –Texas State University	<a href="http://www.sdi.txstate.edu/upwardbound/">http://www.sdi.txstate.edu/upwardbound/</a>	San Marcos
Child Development Center – Texas State University	<a href="http://www.fcs.txstate.edu/cdc/">http://www.fcs.txstate.edu/cdc/</a>	San Marcos
United Way of Central Texas	<a href="http://www.uwct.org">http://www.uwct.org</a>	Austin
University of Texas Child Development Center	<a href="https://childcenter.utexas.edu">https://childcenter.utexas.edu</a>	Austin
Upbring	<a href="https://www.upbring.org">https://www.upbring.org</a>	Austin
Austin Area Urban League	<a href="https://aaul.org">https://aaul.org</a>	Austin
Women, Infants and Children (WIC)	<a href="http://www.wicprograms.org/co/tx-hays">http://www.wicprograms.org/co/tx-hays</a>	San Marcos & Kyle
Wonders and Worries	<a href="https://www.wondersandworries.org">https://www.wondersandworries.org</a>	Austin
YMCA of Austin	<a href="https://www.austinyymca.org">https://www.austinyymca.org</a>	Various locations around central Texas

**Note:** This is not an exhaustive list. The sites in this list have previously hosted an intern from our program or have expressed an interest in hosting an intern in the future. Students may secure approval from the internship instructor to seek an internship at community and university-based programs serving families and children that are not on this list.

FCD interns who are interested in working in school settings **MAY NOT** contact schools/districts for positions as those are reserved for student teaching experiences (education majors) and not FCD interns. FCD interns who desire to complete hours within a school setting should consider school-based programs, such as those listed in this resource.

ECI and Child Life practicums/internships may only be completed at specific sites. See the FCD 4301 Instructor for further information.

**Appendix II**  
**FCD 4301 Internship Application Checklist**

**Name:**

**Email:**

**Have you completed all core curriculum coursework? YES or NO**

If no, indicate which courses still need to be completed and if you are currently taking these courses:

**Have you completed FCD 1351, FCD 2351, FCD 2353, and FCD 1355? YES or NO**

If no, indicate which courses still need to be completed and if you are currently taking these courses:

**What is your GPA in your major? \_\_\_\_\_**

Interns must have a minimum of 2.25 GPA in their major for graduation.

**How many hours will you be enrolled during the semester you plan to take FCD 4301? \_\_\_\_\_**

Interns may enroll in a maximum of 12 hours (Fall/Spring interns) and 6 hours (Summer interns) during the semester they take FCD 4301 – this includes the 3-hour internship course. Students who wish to enroll in more than the allotted number of hours must seek approval from the FCD Program Area Coordinator.

*\*Please note the deadlines to upload proposal to the TRACS Internship Project Site Dropbox are Summer & Fall Interns (**MAR 31**) and Spring Interns (**OCT 30**).*