

**INSTRUCTIONS ON HOW TO APPLY AND REGISTER FOR
HEALTH & HUMAN SERVICES INTERNSHIPS - SSC 496 HS1 AND SSC 496 HS2**

Eligibility – Students need to complete at least 50% of the course work in the major to be eligible for SSC 496 HS1 and SSC 496 HS2. The 50% of course work must include PSY 101 and SSC 103 with a C or better and at least two courses from the concentration area.

1. **Attend a group internship information session** to learn about internship processes and requirements. Dates/times and information will be emailed to you prior via the listserve so you can RSVP for a session.
2. **Schedule an appointment with Roslyn Joy-Colón, IDP Internship Coordinator** (203 Clemens, 645-2245). Internship site possibilities will be discussed at this meeting. **You may intern only at a site approved by the internship coordinator. The department also has a list of pre-approved internship sites.** You will be given contact information (names, emails, phone numbers) for those sites in which you are interested. You will also be given an Internship Approval Form (see #4).
3. **Contact those sites that are of interest to you.** Proceed by doing the following:
 - Prior to contacting internship sites, research each organization so that you have a good understanding of the populations they serve and the various services each agency offers.
 - When you make contact, introduce yourself - include you are a student from UB, major, year (junior, senior), coursework, and any information about your background that may be relevant to the nature of services provided, and ask if they are accepting interns for the semester you are planning to intern.
 - Explain that a requirement of your major is that you complete an internship in which you will work for a **minimum of 120 hours**. Each internship (SSC 496 HS1 and SSC 496 HS2) is a **3 credit-hour** course. **Note:** If you choose, you may work more than (but not less than) 120 hours during the semester. You are required to work 40 hours at the internship site for each credit hour you earn.
 - If this site is accepting interns for the semester, they may ask you to first meet at their site. At the meeting/interview, ask for a description of types of responsibilities they typically offer their interns. These duties should be compatible with your professional interests and career goals, and connect to academic learning. Be on time and be professional.
4. **When you have selected an internship site, complete the Internship Approval Form**
One of the primary purposes of this form is for you to develop a clear and precise description of what your duties and responsibilities are and to start to develop internship learning goals. Your internship should be a substantial professional development experience. Ideally, this internship should help you in making career decisions or validating a career choice you have already made. This form also outlines agency and student expectations. In completing the Internship Approval Form:
 - You and your internship site supervisor/coordinator review and sign the Internship Approval Form.
 - You then return the completed form (can be faxed or emailed) to Roslyn Joy-Colón, Interdisciplinary Degree Programs Internship Coordinator; (716) 645-3640, roslynco@buffalo.edu, in order that you are approved and registered for SSC 496. You do not have permission to register for SSC 496.

Fall, Spring and Summer Internships

SSC 496 HS1: Students are required to attend a **practicum class** that meets **once a week** throughout the term.

Fall/Spring: You will be able to choose whether to attend the **Tuesday 3:30 pm to 4:50 pm class or the Thursday 3:30 pm – 4:50 pm class.** **Summer:** TBA. Participation in the practicum class is required **in addition to** completing the required number of hours at the internship site. You will receive a total of 3 credits for HS1 (i.e. both the internship hours and the practicum class). **You do not receive additional credit for the class.**

SSC 496 HS2: **You do not attend a practicum class,** but similar to HS1, assignments will be required in addition to hours at the site..