

Human Services Management and Leadership (HSML)  
Undergraduate Internship Application

The HSML Internship experience combines classroom instruction with 300 hours of defined learning experiences at a local community-based, nonprofit organization or human services agency. The internship course has pre-requisites which are listed below and are published in the UNTD catalog. Students are responsible for reviewing the course pre-requisites and attending internship orientation meetings as scheduled.

**Overview**

The internship experience is designed to provide students with a long-term, practical learning experience which focuses on progressive skill development. The student must complete a minimum of 250 hours while enrolled in the internship course *and* provide evidence of at least 50 hours of service learning from other HSML courses *or* complete a minimum of 300 internship hours.

Due to the progressive nature of skill development, agency hours should be evenly completed throughout the semester with no fewer than 18 hours each week for a minimum of 14 weeks during the semester when completing 250 hours and 22 hours each week for a minimum of 14 weeks during the semester when completing 300 hours. Students who have not completed at least 50% of their internship hours by mid-term are at-risk of being withdrawn from the course. Agency verification of hours is required weekly.

*Finding an internship placement is the responsibility of the student and this placement must be secured no later than 12 days after the semester begins or the student will be withdrawn from the course.*

Applications for the HSML 4850 Internship course are due by the last week of March when applying for internship to begin in the Fall semester and by the last week of September when applying for internship to begin in the Spring semester. The completed application along with a copy of the most current transcript must be emailed to the internship instructor. Once the application and transcript are received, the HSML faculty will review the materials and a decision will be made on eligibility for the internship course. Students who are eligible for the internship course will be notified and sent a registration code for the course. Students who are not eligible for the internship course will be notified and sent instructions on what to complete to become eligible. Decisions on eligibility will be made by the second week of April for fall applicants and the second week of October for spring applicants.

*The final decision to admit a student to the internship course is based on the professional judgement of the HSML faculty. Disagreement with the HSML faculty's decision can complete the standard grievance procedure outlined in the University catalog.*

In some cases, there may be more applicants than available seats in the class, in which case students will be added to a waiting list in the order in which the applications are received. Students who submit applications after the due date automatically added to the wait list. Waitlisted students will be given priority for the next open class.

*Failure to disclose your arrest/conviction history on the internship application may result in you being ineligible for internship and/or result in removal from the internship site and class.*

### **Procedures/Notification**

After the Internship Application and Transcript are submitted and reviewed by the HSML faculty, students will be notified by email of their admissions status. The possible outcomes of this decision include:

1. Admission to internship granted. Students will be sent a registration code from the internship course instructor.
2. Admission to internship deferred. Students will be notified by the internship course instructor that requirements of the internship course have not been met and instructed on what to complete to be eligible for internship.
3. Admission to internship denied:

The University of North Texas at Dallas HSML degree program follows all standards of the Association of Nonprofit Educators (formerly American Humanics), the Nonprofit Leadership Alliance, and the Council for Standards in Human Service Education, the accrediting body for Human Services educational programs. These standards include written procedures for admitting, retaining and dismissing students. The HSML faculty will, at its discretion, deny a student admission into the internship course should they find the student's history of felony or misdemeanor convictions make him/her unsuitable for human service practice. The HSML faculty will consider the number, type, and time of occurrence of any convictions and the relationship of those convictions to human service practice. Additionally, admissions into the internship course may be denied when the student:

- a. Has not met academic standards.
- b. Has not demonstrated professional standards and basic interpersonal skills necessary for the internship.
- c. Does not have the ability or interest to complete the remaining requirements.
- d. Demonstrates personality/behavioral problems that may interfere with development as a human services professional.
- e. Has not signed the Ethical Standards agreement.
- f. Omits or distorts information regarding arrest/conviction history.
- g. Does not demonstrate an ability to benefit from the degree.

Successful completion of the internship course is a requirement of the HSML degree program. Students who have been denied admission into the internship course will be notified in writing of the decision and asked to meet with an academic advisor to discuss the reasons for the decision or to terminate enrollment in the HSML program and choose another academic discipline.

*It is the policy of the UNTD HSML department to refer students to appropriate human service professionals in the community or within the University of North Texas system when students are denied admissions into the internship course for interpersonal reasons.*

**HUMAN SERVICES MANAGEMENT AND LEADERSHIP INTERNSHIP APPLICATION**

To be considered for the internship course, you must complete the following HSML application and include your most current UNTD transcript. This application must be signed by you and the HSML internship course faculty.

**General Information**

**Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone#:** \_\_\_\_\_ **email address:** \_\_\_\_\_

**I am applying for an internship during the following semester:**  
 Fall       Spring

**Major:** \_\_\_\_\_

**Classification Level:**  
 Senior       Junior

**Overall GPA:** \_\_\_\_\_ **GPA in Major:** \_\_\_\_\_

**Certificate Focus:**  
(Substance Abuse, Gerontology, Mediation)

**Activities/Honors:**

Activity/Honor	Semester/Year Received

**Do you have any disabilities or medical conditions that might affect your internship placement?**

Yes       No      If yes, please explain:

**Are special accommodations needed for the internship placement?**

Yes       No      If yes, please list accommodations needed:

Yes       No      If yes, please explain:

**Have you ever had any arrests/convictions for a crime?**

*Some, if not all, internship agencies will require a background check before beginning the internship. If there are arrests/convictions found, placement can, and most likely will, be terminated. Disclosing this information up front will help with finding a suitable placement to complete the internship however, internship placement is not guaranteed.*

Yes       No      If yes, please explain:

**Are you currently on probation or parole?**

Yes       No      If yes, please explain:

**Have you been court adjudicated for child/elder/vulnerable adult abuse or neglect and/or violent assaultive behavior?**

*(Court adjudicated means that a court found you committed an act(s), which fall within these categories, whether the case was in criminal, civil or family court)*

Yes       No      If yes, please explain:

**Are you currently in a mental health or substance abuse treatment or transitional program?**

Yes       No      If yes, please explain:

**Some agencies require staff, interns and volunteers who have experienced substance abuse problems to have at least two years of sobriety before working in the agency. If this applies to you, have you met this requirement?**

Yes       Does not apply       No      If no, please explain:

**Some agencies require staff, interns and volunteers who have been mental health consumers to either have completed their treatment at least two years prior to application or have the written recommendation of their mental health professional to be considered for an internship. If this applies to you, have you met this requirement?**

Yes       Does not apply       No      If no, please explain:

*This application will serve as declaration of my intention to participate in the internship course required for the HSML degree. By signing this application, I confirm that the information provided is truthful and accurate and I have not omitted or distorted any information. I acknowledge that in addition to other action it may be duly authorized to take, UNT Dallas has the option of removing me from an internship placement and/or the degree program if it is shown that I knowingly provided incomplete, inaccurate or misleading information.*

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Student Signature

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Date

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HSML Internship Instructor

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Date

**Application Checklist:**

I have completed and included all the following for my application to be considered by HSML Faculty:

- A completed internship application – no information is missing.
- A current UNTD transcript
- 300 word personal statement
- Two professional references selected to complete and return the reference forms to instructor via email