

Human Services  
Student Internship Checklist  
**Youth Development Professional Certificate**  
**YDPF-CT**

**HUS 2949 Co-op Work Experience in Human Services (3 Credits)**

This course is designed to provide students with major-related, supervised, evaluated practical training work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. (Note: This course may be taken up to 4 times for a total of 12 credits.)

**Requirements**

\_\_\_\_\_ Completion of all Major Core Courses

**Major Core Courses (15 credits)**

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|--|---|
| _____ HUS 1111 Introduction to Intra and Inter-Personal Processes  | 3 |
| _____ HUS 1620 Principles & Best Practices in Afterschool Programs | 3 |
| _____ HUS 1640 Foundations of Youth Development                    | 3 |
| _____ HUS 2315 Studies in Behavioral Modification                  | 3 |
| _____ HUS 2540 Building Stronger Families & Communities            | 3 |

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**Student Next Step Checklist**

- ☐ Meet all requirements.
- ☐ Complete the [Internship Application](#) and upload an *employer-ready resume* to Optimal Resume before the [application deadline](#).
- ☐ Attend a Pre-Internship Workshop facilitated by your Internship Coordinator **or** complete all Career Services workshops and the “Ready to Register for Co-op” survey located in the MyCourses Human Services Commons.
- ☐ Begin your Internship search after receiving approval from your Internship Coordinator.
- ☐ When you secure your internship, submit a position description and your supervisor’s contact information to your Internship Coordinator for approval.
- ☐ Once your placement is approved, contact the Internship Coordinator or Program Director to register for the course.
- ☐ Attend the **mandatory** Internship Orientation.