

Human Services
Student Internship Checklist
Community Health Worker Certificate
CHW-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)

_____ HUS 1111 Introduction to Intra and Inter-Personal Processes	3
_____ HUS 1353 Issues in Community Health Services	3
_____ HUS 2540 Building Stronger Families & Communities	3
_____ HUS 2550 Social Services and the Disenfranchised	3
_____ HUS 2541 Working with Families in the Early Childhood Period OR	3
_____ HUS 2542 Working with Families in the Perinatal Period	

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.