

Human Services  
Student Internship Checklist  
Social & Human Services A.S. Degree (HUS-AS)  
**Subplan: Generalist/Social Services (SOC)**

**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**

- \_\_\_\_\_ Satisfy all Social & Human Services AS degree General Education requirements
- \_\_\_\_\_ Completion of all Social & Human Services Major Support and Core Courses
- \_\_\_\_\_ Completion of all Subplan Courses

**Support Courses**

- |  |   |
|--|---|
| _____ PHI 1600 Studies in Applied Ethics <b>or</b> | 3 |
| _____ PHI 1600H Honors Studies in Applied Ethics   |   |
| _____ PSY 1012 General Psychology <b>or</b>        | 3 |
| _____ PSY 1012H Honors General Psychology          |   |

**Major Core Courses (27 credits)**

- |  |   |
|--|---|
| _____ HUS 1111 Introduction to Intra and Inter-Personal Processes      | 3 |
| _____ SYG 2324 Principles of Substance Abuse                           | 3 |
| _____ HUS 1001 Principles and Strategies for Human Services            | 3 |
| _____ HUS 1318 Domestic Abuse and Family Violence                      | 1 |
| _____ HUS 2302 Basic Counseling Skills                                 | 3 |
| _____ HUS 1320 Theories and Foundations of Crisis Intervention         | 1 |
| _____ HUS 1450 Dual Diagnosis I  | 2 |
| _____ HUS 2540 Building Stronger Families and Communities              | 3 |
| _____ HUS 1445 Practices for Working With Dysfunctional Family Systems | 2 |
| _____ HUS 2550 Social Services and the Disenfranchised                 | 3 |
| _____ HUS 2200 Dynamics of Groups and Group Counseling                 | 3 |

**Subplan Courses (12 credits)**

- |  |   |
|--|---|
| _____ HUS 1013 Strategies for Building Self Esteem | 3 |
| _____ HUS 1530 Survey Developmental Disabilities   | 3 |
| _____ HUS 2315 Studies in Behavioral Modification  | 3 |
| _____ See curriculum for recommended courses.      | 3 |

**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.