HDFS Guide to the Internship Process

Required items prior to Internship.
See Timeline below, for completion framework.

1. Prerequisite HDFS 300
   - Career Map
   - Resume using Career Services
2. Attend Basic and Application meeting
3. Obtain an Internship with approval
4. Complete Internship Application Packet
5. When: Completed during two semesters of senior year
6. Credits: HDFS 498 - 3 credit hours (allowed, 6 credits max.) HDFS 499 - 3 credit hours max.

Credit Hours/On-site Hours (must be a ratio of 45 on-site hours per credit hour).

<table>
<thead>
<tr>
<th>On-site Hours</th>
<th>45</th>
<th>90</th>
<th>135</th>
<th>180</th>
<th>225</th>
<th>270</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Timeline
Before internship:
- [ ] Attend mandatory Basic and Application Meeting
- [ ] Site selection: (approval needed)
  - ✓ Student interest
  - ✓ Quality of program
- [ ] Complete Internship Application Packet
  ✓ Found at https://integrative.gmu.edu/programs/la-ba-hdfs

Once registration opens and tasks above are completed:
- [ ] Register for course after permission is obtained
- ☐ Unless otherwise approved, start date cannot be earlier than the first day of class for the semester you are enrolled and must be completed by the last day of class for the same semester.

Internship Application Deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Submission Closes</th>
<th>Internship must begin on or after</th>
<th>Internship must end by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2022</td>
<td>May 9, 2022</td>
<td>May 23, 2022</td>
<td>August 10, 2022</td>
</tr>
<tr>
<td>Fall 2022</td>
<td>August 8, 2022</td>
<td>August 22, 2022</td>
<td>December 5, 2022</td>
</tr>
<tr>
<td>Spring 2023</td>
<td>January 6th, 2023</td>
<td>1st day of the semester (exact dates TBD)</td>
<td>Last day of the semester (exact dates TBD)</td>
</tr>
</tbody>
</table>

*Applications will be accepted during winter break; however, the university is CLOSED Dec 20 - Jan 3)