Student Responsibilities

♦ Students are to **secure a fieldwork site** at least two weeks before the start of each semester.

♦ Students are to **complete 120 internship hours** during the semester to fulfill internship requirements and may complete 20 hours prior to the beginning of the semester. Training or orientation may count towards their 120 hours.

♦ Students are **responsible for taking the Learning Contract** to the agency supervisor for completion, signature, and returning to the course instructor promptly.

♦ Students are **to discuss problems or issues** with their practicum instructor that result in the lack of supervision or inappropriate duties.

♦ Students are **expected to track their own hours** throughout the semester. Upon completion of hours, the agency supervisor must sign the **Student Hourly Recording Form**, which indicates completion of the student’s hours.

♦ Students are to be **punctual** to the agency site and HUSR course. They should contact their supervisor if they are sick or need to change their schedule.

♦ At the end of the semester, students must **complete an evaluation of their agency and supervisor** and turn in to their instructor.

Revised 03/06