



Brightpoint Human Services & Mental Health Program Internship Requirements & Expectations (MEN 290)

MEN 290 - Coordinated Internship (4 credits) supervises on-the-job training in selected agencies, business, industrial or service firms coordinated by the college. This course requires 100 hours of internship hours to be completed over the 15 week semester at a placement in a human services related organization. All 100 hours need to be completed at one agency (Students interested in the CSAC-A will need to complete 180 hours to be eligible for that credential).** In addition to this hands-on learning experience, students will also complete 2 lecture hours per week in the classroom. In class lectures will assist students in connecting all the skills and theories they've learned throughout the HMS/MEN program to their work in the field, under faculty guidance and supervision. In class lectures will also help students to prepare for next steps, whether that be continued education or direct entrance into the field after graduation.

Students are supervised in on-the-job training at their internship by a working human services professional within a human service agency to help students understand more of the agency's culture and get hands-on experience in the field.

Students are expected to network to find an agency to complete their internship at. If a student is interested in completing their practicum at their current place of employment they must reach out to Katelynn Jarrells at kjarrells@brightpoint.edu prior to the beginning of the student's 290 course start date. This request does not guarantee approval to complete practicum experience at the student's place of employment.

Students pursuing a Substance Abuse Assistant Certificate must secure an internship in a substance use agency or facility.

Students pursuing a certificate in Bereavement and Grief Counseling must secure an internship in the area of bereavement, grief, or a hospice facility.

Students complete their Human Services Agency Visit assignment in HMS 100 and then their Agency Exploration assignment in MEN 102 to prepare them to network and develop a baseline understanding of professionalism involved in working at an agency. These assignments are

designed to ensure students have the skills necessary to secure a practicum placement prior to beginning their MEN 290 courses.

MEN 102 is a prerequisite to MEN 290 and should be done prior to the semester in which MEN 290 is taken.

Hour Requirement

Students are required to complete 100 hours of practicum experience at their agency regardless of if they complete the course in the fall, spring or summer. For a 15 week semester this translates to roughly 6.5 hours per week. Students are expected to complete their hours at the placement throughout the duration of the semester.

Supervision

Weekly supervision meetings with a member at the agency is required. Students are required to find a supervisor with a background in either Human Services, Social Work, Psychology, Counseling or other related fields. If you have a question about whether or not your supervisor's background experience qualifies as a "related field" contact Katelynn Jarrells at kjarrells@brightpoint.edu.

Supervision discussions should include answering questions about the experience working within the agency, populations served by the agency, debrief of the student's weekly experience/assignments, and connection to human service ethical standards and theory. This is also a place for student exploration of human service interests and further development of self awareness. Students should discuss any biases or difficulties they have encountered within the agency with their supervisor. Supervision should take place for at least one hour a week with the supervisor and student (this hour does count toward the weekly requirement.)

Client Interaction

Students are expected to have some supervised client contact within the policy structure of the practicum agencies. For example in some agencies they will be able to co-facilitate groups, in others they might conduct intakes, while in some they would only be allowed to shadow direct client practice.

Students are expected to practice the skills they have been learning throughout their HMS and MEN coursework and to learn aspects of what staff do in the agency they are in. This is done through Learning Objectives that are created by the agency, student, and MEN 290 instructor. Students are asked what skills they want to enhance as well.

Transportation Policies

Students are not permitted to transport clients in their own vehicles as part of their field placement responsibilities, unless the agency is willing to indemnify the student transporter. Even if indemnity coverage is provided, students are not to be expected to transport clients by themselves. Proof of the agency's indemnity coverage for student(s) is required before transporting clients. Students not covered by the agency, but who choose to use their own vehicles to transport clients, may be liable in the event of an accident in which the client(s) or other passengers are injured. Students need to talk with their field instructors and their insurance agents about the type of automobile insurance required when transporting clients. It is students' responsibility to ensure that these issues are resolved before they transport any clients.

Other Expectations

Students are expected to abide by all policies and laws relevant to their internship placement. This includes, but is not limited to, inclement weather, confidentiality, background checks, vaccinations, etc. Students should also be mindful of implicit, cultural agency norms such as email/phone communication patterns, dress code, and other indicators of professionalism.

Assumption of Risk forms, Learning Objectives, Weekly Time Sheets signed by students and supervisors, as well as Mid-Term and Final Evaluations.

One of the goals of the practicum experience is to allow students to experience what it would be like to work with the population they have chosen for their practicum and learn the expectations of that position as well as what working within an agency/facility entails. They are expected to do agency paperwork, have actual client contact where possible and be involved in practicing the skills we are teaching them. Other areas of development include professionalism, self awareness, enhanced communication skills and ability to connect class material to real world experiences.

Students are expected to have a committed internship agency prior to the first day of their MEN 290 courses.

Student Paperwork

Student paperwork can be found in the [MEN 290 Student Policies, Requirements and Paperwork google folder.](#)