Youth and Community Studies

ABOUT EDC 364C: Fieldwork in Youth and Community Studies

EDC 364C: Fieldwork in Youth and Community Studies is devoted to providing students with opportunities to gain valuable, real-world experiences relevant to their Youth and Community Studies professional concentration (e.g., coaching, early childhood, physical education, special populations, and youth and social services) and/or your Minor and Certificate Programs: [https://catalog.utexas.edu/undergraduate/the-university/minor-and-certificate-programs/](https://catalog.utexas.edu/undergraduate/the-university/minor-and-certificate-programs/).

In this course, students will complete 135-hour internship (10-hours per week) over the course of the semester. Enrollment in this course means you have been approved to earn fieldwork credit by working at an agency considered off-campus. You must register for this class for a letter grade; pass/fail is not an option.

INTERNESHIP PROCESS

In order to register for EDC 364C, students must fulfill several administrative requirements during the semester **BEFORE** you plan to take the course and intern. This process should begin well before the advising and registration periods.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Procedures</th>
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<tbody>
<tr>
<td>Step 1</td>
<td>Attend one of the information sessions for EDC364C: Fieldwork in Youth and Community Studies</td>
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<td>The information sessions are designed to familiarize you with the process and expectations for your internship. There will be an announcement every Fall and Spring semester with two possible dates and times for you to attend one of the information sessions. At the information session, you will learn about the internship process, how to secure an internship site, and ask questions.</td>
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<td>Step 2</td>
<td><strong>Make sure you are academically eligible</strong></td>
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<td>The internship course should be the last class you take in the program. To begin, schedule a meeting with your Academic Advisor (SZB 216) in person to confirm you meet the minimum requirements.</td>
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<td>You must have:</td>
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<td>• <strong>At least a 2.5 GPA with upper division standing</strong>, and;</td>
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<td>• <strong>No more than 6 total hours remaining of required Youth and Community Studies major classes and concentration</strong>.</td>
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<td>If cleared, the Academic Advisor will complete and sign the &quot;Internship Eligibility Form&quot; form for you to move forward in the process (<a href="https://catalog.utexas.edu/undergraduate/the-university/minor-and-certificate-programs/">v2 Internship Eligibility Form.pdf</a>). The Academic Advisor's signature on the form indicates that you meet the necessary academic eligibility to take EDC 364C: Fieldwork in Youth and Community Studies.</td>
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<td>Step 3</td>
<td><strong>Find an internship site</strong></td>
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<td>It is the student's responsibility to secure their own internship that aligns with their YCS concentration. The internship could be a paid or unpaid internship. Students are expected to identify possible sites, prepare a cover letter, resume, and set-up their own interviews, and meet with your internship site supervisor to complete the internship agreement before meeting one-on-one with the University Faculty Advisor. Information about possible internship sites can be found by visiting the Youth and Community Studies website for a list of approved internship sites (refer to left column <a href="https://catalog.utexas.edu/undergraduate/the-university/minor-and-certificate-programs/">Page Tree</a>) and click on <a href="https://catalog.utexas.edu/undergraduate/the-university/minor-and-certificate-programs/">Approved Sites and Internship Resources</a>, attending job fairs, and visiting the Career Services in SZB 244 and the Advising Center in SZB 216.</td>
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### Step 4

**Schedule a meeting with the University Faculty Advisor**

- **(4A) Educational Experience Affiliation Agreement (EEAA) & Program Agreement (PA):**
  - Docusign link: [http://links.utexas.edu/centdpe](http://links.utexas.edu/centdpe).
  - Directions: Begin the Docusign by entering your name and email address as well as your internship supervisor's name and email address. Click **Begin Signing** to start the Docusign. When you complete the Docusign, click **Finish**. Your supervisor will then receive an email from dse@docusign.net to complete their portion of the Docusign.
  - For Internship **Start Date/Contract Date**, please enter the **First Day of Class** for each semester (Fall/Spring):
    - Fall: August XX, 202X
    - Spring: January XX, 202X
  - Refer to UT-Austin Calendar for specific dates: [https://catalog.utexas.edu/general-information/introduction/academic-calendar/](https://catalog.utexas.edu/general-information/introduction/academic-calendar/)

- **(4B) Internship Experience Contract:**
  - Docusign link: [http://links.utexas.edu/cthejay](http://links.utexas.edu/cthejay).
  - Directions: Begin the Docusign by entering your name and email address as well as your internship supervisor's name and email address. Click **Begin Signing** to start the Docusign. When you complete the Docusign, click **Finish**. Your supervisor will then receive an email from dse@docusign.net to complete their portion of the Docusign.

- **(4C) A money order or personal check in the amount of $13.00 made out to University of Texas at Austin, for liability insurance:**
  - **Money Order or Personal Check Pay to:** University of Texas at Austin
  - **Money Order or Personal Check Memo:** First, Last Name; UTEID; EDC 364C: YCS Fieldwork Liability Insurance; Internship Semester (e.g., Fall XXXX or Spring XXXX).
  - **Scan and Email a COPY of your Money Order or Personal Check to:** mwiebe@utexas.edu
  - **Mail your Money Order or Personal Check to:**
    - Department of Curriculum and Instruction
    - The University of Texas at Austin
    - ATTN: Daniela Balderas
    - 1912 Speedway Stop D5700
    - Austin, Texas 78712-1293
  - **Drop-off Option:** If you prefer, you may drop-off your money order or personal check to Daniela Balderas in SZB 406.

The University Faculty Advisor will review all the necessary documents. If and when all the necessary documents are in order, the University Faculty Advisor will remove your advising bar for registration.

### Step 5

**Register for EDC 364C: Fieldwork in Youth and Community Studies**

During the registration period, register for EDC 364C: Fieldwork in Youth and Community Studies.