

## Externship Information

Externships should be identified by the student enrolled in the course and must be related to Child Development. If a student is not aware of externship locations please consult with your advisor and/or the MACD program director for suggestions. Students must complete a total of 150 hours. Students may use their place of employment if it's related to children and families; however, the externship hours must be focused on something outside of your typical duties (i.e., you should be gaining additional experiences and skills). If you choose to complete the externship in two semesters then you divide the hours in half and complete the form only after you've completed all your hours.

Week 1-2 Identify an externship location/submit to MACD Director

Week 3-15 Begin externship hours (suggested 10-12 hrs per week)

Week 5 Identify applied activity that addresses issue or adds to the externship

Week 5-10 Work on Activity/Project

Week 12-14 Schedule a time to share completed Activity with Externship Location

Week 15 Submit Externship Completion Form

110 hours must be at externship

20 hours must be working on a specific activity/project

+ 20 hours of flexible hours allocated to either externship or activity

150 hours total required

**MACD**  
**Externship Completion Form**  
Updated Spring 2022

**Name:** \_\_\_\_\_ **Semester/Year Completion:** \_\_\_\_\_

**Externship Location:** \_\_\_\_\_

**Total Number of Hours Completed:** \_\_\_\_\_

**Title and Description of Activity/Project:**

**Summary of Experience:** What have you learned? What skills did you acquire?

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_