

## Requesting Internship Substitutions (HSP 440)

While faculty working in the human services major believe it is valuable for all students to complete the required minimum of 15 credits of field-based study (HSP 435/440 sequence), we understand that students arrive with various skills and professional experiences that may warrant partial or full waiver of internship requirements. A waiver provides one opportunity for students with extensive work or previous internship experience to complete additional academic coursework in lieu of field requirements.

### Current Internship Requirements:

- The human services major requires students to experience pre-internship coursework (HSP 435, 5 credits) and 240 hours of agency supervised internships and seminars (during 2 quarters of HSP 440, 10 credits).
- Students are required to work with agency-based supervisors to craft learning contracts that include both **direct services** (working directly with clients) and **indirect services** (working in an agency support capacity).

### Requesting Waiver of the HSP 440 Internship Requirements:

Students may request to waive between 5 and 10 credits of HSP 440 based on verified work experience or previous credit-bearing internships in a human services setting.

Some examples include:

- Students with full-time work experience providing direct and indirect services at an agency/organization prior to enrollment in the human services major may request to waive some or all of the HSP 440 requirement. Professional responsibilities should be associated with B.A. level work such as case management, chemical dependency counseling, fund development, or supervisory positions in human services or related settings. Waivers that are likely to be approved are submitted by students who have completed a minimum of 3 years of full-time employment (for partial waiver) and a minimum of 5 years of full-time employment (for full waiver).
- Students who are completing a double major, minor or certificate at Western that includes an internship component may request to waive one quarter of HSP 440. Examples include placements through TESOL, Elementary or Special Education, Community Health, or through WWU's Study Abroad Program. Placements must include a minimum of 120 hours of field-based work per 5-credit waiver.
- Students who successfully completed all requirements necessary for certification as a chemical dependency professional (CDP) within 7 years prior to enrolling in the human services major may request partial or full waiver of internship.
- Students who move into a paid staff position following completion of one successful quarter of internship may request waiver of the final quarter of HSP 440.

**Waiver Request Process:**

1. ***Student meets with an academic advisor to discuss a possible waiver.*** When possible, students should contact their academic advisors early in their first quarter in the major to discuss professional experiences and qualifications that may justify a partial or full internship waiver. At this meeting students should be prepared to share resumés, letters from former supervisors, job descriptions, course syllabi, and/or any other relevant materials that support the waiver request and that verifies previous professional experiences in direct and indirect services.
2. ***Student submits a Course Waiver Petition to their academic advisor (see next page).*** Petitions must include verifying evidence of professional or internship experience. Completed petitions should be submitted to the advisor (and/or academic program director) no later than 4 weeks before the waived course is set to begin.
3. ***Upon Approval: Academic Advisor notifies the Registrar of the substitution/waiver.*** Academic advisors can submit the substitution/waiver themselves using the Notes feature in Degree Works, or ask the program coordinator to submit the Note.

Note that students must complete a minimum of 180 credits to graduate so course waivers will likely result in additional elective courses to be taken. Once a course waiver has been approved students should finalize their plan of study with their advisors based on academic interests and professional goals.

(For information about substituting for Human Services elective credits, see "Substituting for a Human Services Elective" under the Advising tab on the Human Services web site: [www.wvu.edu/hs](http://www.wvu.edu/hs))

# Petition to Waive Internship Requirements

Human Services Major – Western Washington University

Instructions: This petition should be submitted to your academic advisor a minimum of six weeks prior to the start date of the course you are petitioning for waiver. Students requesting waiver of all internship requirements should submit their request during their first few weeks in the major. To complete this form, save it to your computer or device first, then open and complete it in Adobe Acrobat. Or print the form and fill out by hand.

**Name:**

**Student Number (W#):**

**E-mail:**

**Phone:**

**Site:**

Bellingham

Online Program

Everett

**Date:**

**I am requesting a waiver of the following field requirements in the Human Services major:**

HSP 440, Internship Seminar (1 quarter), 5 credits

OR

HSP 440, Internship Seminar (2 quarters), 10 credits

**Student's reason and justification for requesting an internship waiver:**

**List of attached evidence verifying experience (may include letters, syllabi and transcript, job descriptions, performance evaluations, etc.)**

**The Human Services major requires 75 credits. What coursework (completed, in progress, or remaining) will you substitute for the field studies requirement(s) if the waiver is approved?**

Please list the courses and credits you would like to use as substitutions. If it is a remaining course to be determined, list it as "HSP elective, 5 cr, TBD."

**Course #, Title, and Credits:**

Completed	In Progress	Remaining
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**Course #, Title, and Credits:**

Completed	In Progress	Remaining
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**Course #, Title, and Credits:**

Completed	In Progress	Remaining
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**Course #, Title, and Credits:**

Completed	In Progress	Remaining
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**Student Signature:**

**Date:**

**Academic Advisor's Name:**

**Advisor's Recommendation:**

Approved  
Approved with revisions (see notes below)  
Denied

**Advisor's Notes:**

**Advisor's Signature:**