

Early Childhood (EC) Internship Applicants Documentation of Hours Instructions

150 HOURS REQUIREMENT:

Child & Adolescent Development, Early Childhood students must submit documentation of completing **150 hours** of work (paid or volunteer work is acceptable) in **licensed** center-based programs (licensed family child care programs and school districts are acceptable) with children **birth through kindergarten**. The 150 hours of paid or volunteer work documentation is required by the Department of Child & Adolescent Development (CAD) to verify that students have participated in a licensed center-based program with young children before students begin their CAD internships (**observation hours are not considered for the 150 hours**). CAD highly recommends that students complete all 150 pre-internship hours at one licensed center-based program.

A **maximum of 90 hours** from a **community college practicum** course can be used toward the 150 pre-internship hours. A grade in the class must be C or better. Verification by transcript is sufficient documentation (include with your letter of documentation for balance of hours).

INSTRUCTIONS:

Request your supervisor and/or director of the program at which you volunteered/worked to write an email to the CAD Department (please note, the email cannot be sent from the student). The email can be addressed to: Dept. of Child & Adolescent Development, SF State and sent to: cadint@sfsu.edu. We recommend asking your supervisor and/or director to CC you on the email for your records.

The email from your supervisor and/or director must include the following information:

- 1) Your name
- 2) Number of hours you have completed (paid or volunteer: participating with the children at the program)
- 3) Age group of children you interacted with
- 4) Name, address, phone number of the program
- 5) License # of the program
- 6) Name and title of the person writing the email

Sample Letter:

Attention Department of Child and Adolescent Development, SF State:

_____ (print student name) has completed ____ hours of supervised work (paid/volunteer) in direct interaction with children ages _____, at _____, a licensed program (_____lic. #). By signing this letter, I verify the documentation of the hours worked at a licensed program.

Sincerely,

_____ (name of supervisor)

_____ (name, address, phone number of program)

DEADLINE:

Completion of hours and documentation is due to the CAD office by the beginning of the school semester that you are beginning your internship (it is not necessary to have completed hours when submitting an application). Please keep a copy of all documentation for your own records in case you need to produce it again.