

2015

Internship Manual

Hanul Family Alliance

[Hanul Family alliance strives to be a leading organization by becoming an efficient, effective, and supportive provider of social services to an ever changing Korean-American community. HFA provides a comprehensive community-based services to meet the needs of Korean-American seniors and families to enhance their quality of life.]



I. Organization Overview

1. Agency Description

Hanul Family Alliance is an independent nonprofit organization that was founded in 1987 as Korean American Senior Center. Today, Hanul each year serves approximately 4,500 unduplicated number of not only Korean seniors, but also individuals and families of all ages and ethnic background. Although 76% of clientele still remains as seniors 60-years and older, the number of served adults and families with children and youth is rapidly increasing since our expansion of scope of services in 2007 with new agency name, Hanul Family Alliance.

Hanul is a Korean word that expresses “one big family” that embraces the diversity, creates harmony, and empowers individuals. Our five core services are provided at three different locations in Chicago Albany Park, Mt. Prospect and Mundelein to conveniently serve the Korean community that is spread throughout the Metropolitan Chicago area.

	Major Cornerstones
Apr 1987	Incorporated as an independent non-profit organization as Korean America Senior Center
Jun 1988	Moved to a facility in Uptown Chicago – Inception of major senior programs such as home care, case management, victim assistance, Literacy Program, Citizenship and Cultural Arts Programming
Dec 1999	Inception of the Suburban Office in Niles – One of the very first ethnic social service organization in the Suburbs
May 2000	Relocation of the Chicago Office to the current location in Albany Park – Inception of Golden Diners Program and many other
Jul 2004	Relocation of the Suburban Office to current facility in Mt. Prospect – Growing focus on suburban Korean families
Jul 2004	Amended our Articles of Incorporation to widen our scope of services
May 2007	Adopted the new name “ Hanul Family Alliance ” with inception of five new core

	service departments
Sep 2010	Became a Board of Immigration Appeals (BIA) Accredited Agency
July 2011	Became a state certified Substance Abuse and Alcohol Treatment Center
Aug 2013	Inception of Lake County Office in Mundelein

2. Program Description

Our Senior Services include Home Care Program, Congregational Meals Services, Adult Literacy Program, and Benefit Assistance Program, which has been one of the most vital services to our Korean senior community, assuring that culturally and linguistically isolated seniors have access to the same programs and services as do English-speaking seniors. The Home Care Program, our largest program, was established in 1989 in order to provide needed assistance to homebound Korean elderly. Currently, over 60 bilingual and bicultural homemakers assist over 300 Korean elderly by providing services such as cooking, cleaning, shopping, and providing companionship.

Family Support Service is designed to provide counseling, education, supportive and referral services for children, youths and families, ensuring that they are linked to available community resources. Hanul has hold college preparatory conferences, mentorship programs, and summer youth science camp. Our financial literacy program sponsored by United Way at both Chicago and Suburban Office helps newly arrived low-income Korean immigrants achieve financial stability and self-sufficiency by providing linguistically and culturally appropriate financial literacy classes and financial coaching. In the past recent years, the agency has been focusing its outreach efforts for the neighboring community members that are non-Koreans. Services such as energy assistance/efficiency programs and food stamps are attracting many of the non-Korean residents in both Chicago north side as well as in the Mt. Prospect area.

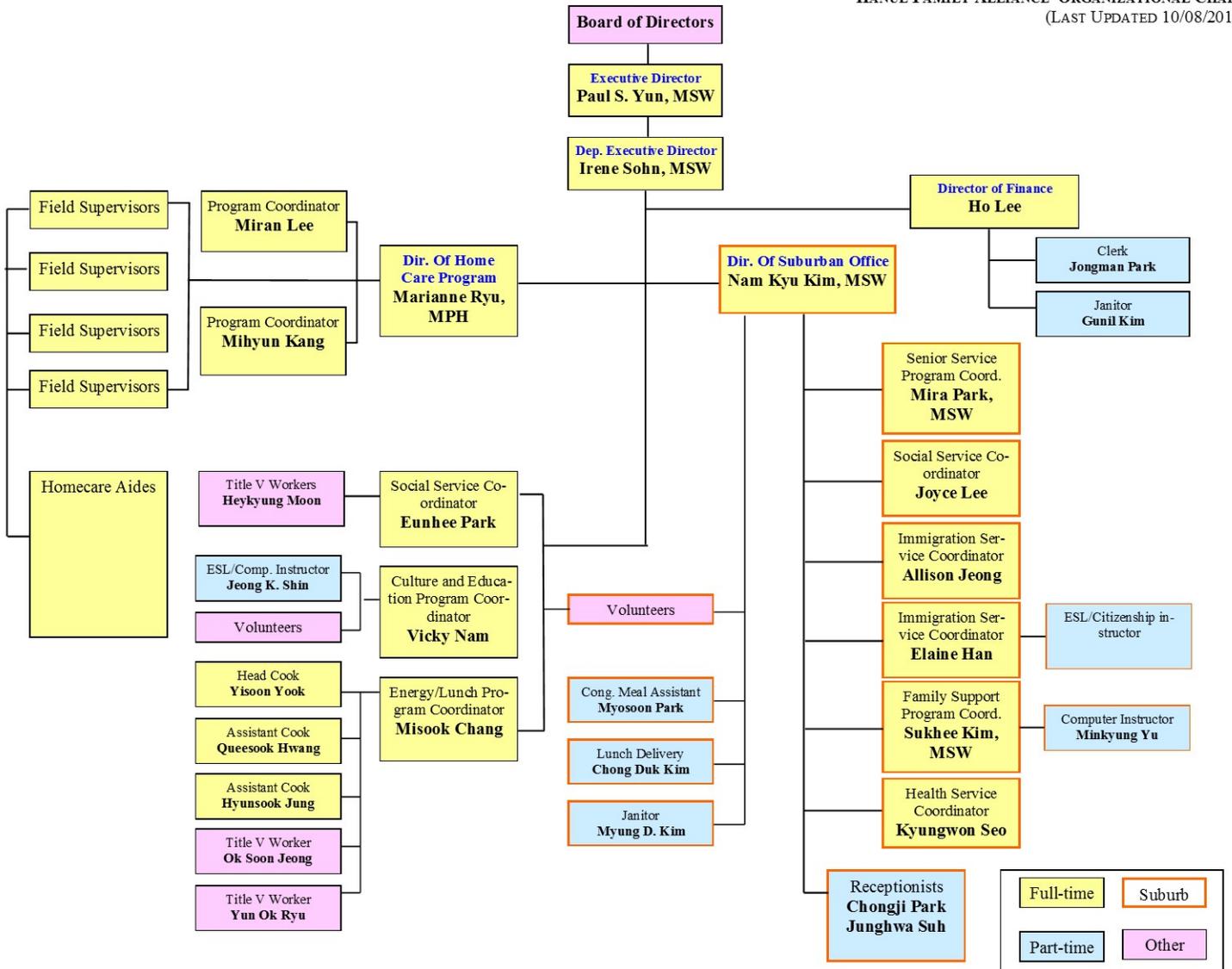
Hanul's **Legal and Immigration Services** help limited-English-speaking Korean clients have equal access to the justice system as well as access to needed tools to advocate for themselves and to lead more independent and knowledgeable lives. Through citizenship application assistance, HFA help legal permanent residents become US citizens. In August 2011, the agency became a Board of Immigration Appeals (BIA) Accredited Agency. BIA is

the highest administrative body for interpreting and applying immigration laws. Legal and Immigration staff at Hanul are now accredited to practice immigration law and offer extended immigration services at standard rate, which is still much cheaper than private attorneys. Free legal counseling and victims advocate services help the Korean community to be aware of the criminal justice system and victim's right. Free legal counseling is provided once every month in collaboration with local Korean attorneys. In addition, the agency has collaborated with various nonprofit legal assistance agencies to provide affordable legal services for the low-income individuals and families.

Community Health Services, which have remained as senior focused services in the past, have added new services such as Family Health and Women's Health to serve not only elderly persons, but also pregnant women, children, and people with no affordable access to health care. HFA offers varied educational workshops and referral services which link under- or uninsured women to available state and local health programs. Additionally, the agency holds its annual health fair in collaboration with the Advocate Lutheran General Hospital to provide free doctors' consultation services and screenings at affordable prices for under or uninsured Korean immigrants that reside in the north suburbs.

Culture and Education Department focuses on enhancing the quality of life for Korean Americans by providing English, computer education and other programming in arts, culture and history. A basic working knowledge of English is necessary to function in the US. HFA successfully addresses immigrant's struggles of language and cultural barriers through classes, small groups and individual tutoring. In addition, classes for computer skills, line-dance, traditional dance, calligraphy enriches the participant's by creating a sense of community and proud of their cultural identity and ethnicity.

3. Organizational Chart



II. Internship Overview

1. Partner Universities and Institutions

University and Graduate level students are eligible to participate in HFA's Field Practice Internship Program. University Field Practice liaison and the agency must establish internship agreement prior to accepting students at HFA. Currently, HFA has established partnership relationship with following Universities: University of Chicago School of Social Administration, University of Illinois in Chicago Jane Addams School of Social Work, Loyola University School of Social Work, Washington University George Warren School of Social Work, Northeastern University Psychology Department, and Alder School of Professional Psychology. HFA also has established partnership with the following Universities in Korea: Chung-Ang University Department of Social Welfare, Hyundo School of Social Welfare, Sogang University Graduate School of Theology Department of Social Welfare, Seoul Women's University School of Social Work, and Ewha Women's University School of Social Welfare.

2. Internship Program Goal

Our internship program aims to provide students with the following learning objectives:

- 1) Be exposed to community-based social service agencies in the US in order to gain extensive perspective on social work practice in various fields.
- 2) Understand functions and operations of nonprofit agencies in the US and be able to incorporate the acquired knowledge in social welfare practice in Korea.
- 3) Understand cultural/racial/gender diversity in US.
- 4) Learn a range of means to provide services to vulnerable groups and individuals.

3. Major Responsibilities of Students

- 1) To fill two roles: a learner and staff member.
- 2) To conduct him/herself in a professional manner and in the best interest of clients.
- 3) To fully participate in HFA goal-directed learning, related activities, and trainings.
- 4) Become familiar with HFA, its structure, functions, policies, procedures and resources
- 5) Offer services within the guidelines of HFA.

- 6) Complete all assignments, reports and other required work on time.
- 7) Participate in evaluation process.
- 8) Maintain open, honest communication with the supervisor.
- 9) Comply with agency policies regarding dress code, attendance, conduct, etc.

4. Major Responsibilities of Supervisor

- 1) S/he must be a student or graduate of an accredited school of social work in the US, and hold a Master's Degree in Social Work.
- 2) S/he must have at least two years post-master's professional experience.
- 3) By personal and agency agreement, s/he must be prepared to offer adequate time within the normal duty periods for providing instruction for students.
- 4) S/he must maintain an ongoing evaluation of the student's progress and complete written final evaluations of the student
- 5) S/he must schedule regular supervisory conferences with the student to assess progress and address issues relevant to social work education within the agency.

5. Reports, Assignments and Forms

Depending on students' duration of internship and requirements of their institution, they are required to complete following reports, assignments and evaluations:

- 1) **Learning Proposal:** This gives students an opportunity to express what their expected outcomes from this program are. This is to be submitted with their resume.
- 2) **Weekly Log Sheet:** Students are expected to write a weekly log sheet to be turned in by the end of the week. Weekly log sheets must articulate what the student has learned throughout the week along with student's concerns, issues and questions. If there has been a site visit or participation in a meeting during that week, then students must attach a site-visit or meeting report to the weekly log sheets. Site visit reports should include overview of the organization, in-depth analysis of their mission, service delivery system, and purpose of the meeting.
- 3) **Weekly Supervision Report:** After the weekly supervisory conference, students are to keep a record of the supervisory conference by filling out the Weekly Supervision Report. This form will be used to remind of things that have been discussed during the supervisory conferences.
- 4) **Time Sheet:** Hours of internship must be recorded each day and must be and

signed by the supervisor at the end of each week.

- 5) **Special Project:** Each student will have one assignment to complete during his or her internship period at HFA. Students will be given a choice of project ideas, which are to be developed and implemented under the supervision of HFA staff and supervisor. Written paper and/or oral presentation may be required depending on the type of project. Details of special project will be discussed during orientation and supervision sessions.
- 6) **Final Report:** Students may summarize their learning experience at HFA during their internship period.

6. Evaluation Forms

At the end of the internship, students must fill out the evaluation form to rate the supervisor and agency. The supervisor will also complete a student evaluation form provided by the University.

III. Application Process

1. Who Should Apply?

For anyone contemplating a career in the field of social work or nonprofit sector, this internship is an excellent opportunity for hands-on learning and experience in the field. Interns have an opportunity to learn about the field work by being involved in all aspects of its practice. Also, interns are surrounded by MSW graduates and other professionals who are willing to speak candidly about the field of social work. All agency members are committed to ensuring that our interns receive an educational and rewarding experience. As a result, interns leave with a fuller understanding of the US social welfare system and specifically of the ethnic social service organizations in the US.

Although the primary percentage of HFA clientele falls under Korean speaking immigrants, it is not necessary for students to be bilingual in both English and Korean. However, it is critical for international students to have basic written and oral English communication skills since students will be dealing with non-Korean speaking clients as well as participating at workshops and seminars that are hosted by mainstream agencies. In addition, be reminded that all of the administrative reports and documentations are completed in English because all of the agency's funders are US government or private corporate or foundations.

In conclusion, if you are interested in a challenging and substantive experience in the field of social work, we invite you to apply. The experience that you will receive, the skills you will develop, and the professional growth that you will gain guarantees that this will be a full and rewarding experience.

2. Program Dates

Term	Starting Date	Ending Date
Fall	First week of September	Mid-December
Spring	Second week of January	Mid-May
Summer	First week of June	Mid-August

Above schedule is applicable for students in US institutions. For international students, individualized internship schedule can be coordinated based on student's available working hours. Students can choose to complete their internship hours on any days of the week except Saturday and Sunday between 8:30am and 4:30pm. The only requirement is that students must complete a minimum of 8 hours per week.

3. Application Submission

Each student who wishes to participate in internship program at HFA must fill out and submit Internship Application Form and required documentations. See Appendix 1 for the application form or you may download it at our website. Completed application form must be electronically submitted at least three months prior to the intended internship starting date to the following person:

Ms. Irene Jisun Sohn, Deputy Executive Director
Hanul Family Alliance
5008 N. Kedzie Ave Chicago, IL 60625
(773) 478-8851 ext.103
[***isohn@hanulusa.org***](mailto:isohn@hanulusa.org)

4. Process of Selection and Notification

Each applicant will be evaluated based upon the quality of the application. No prerequisite course work or prior related experience is necessary, but some understanding of the field work is helpful. As mentioned earlier, for international intern students, oral and written English communication skill is necessary. Applicants who feel that they are lacking in a specific area should not be discouraged from applying - the strength of applicants is assessed by looking at qualifications collectively.

Once the application is received, telephone interviews with each applicant may take place during the evaluation period.

Before accepting any students from the academic institutions, the agency and the academic institution must sign an agreement to establish authorized field agency affiliation. There may be exceptions for individuals who are not affiliated with any academic institutions. For international intern students, students must be recommended by their academic institutions prior to submitting their full application.

Each individual will be notified via email with the result

IV. Contact Information

Chicago Office	5008 N. Kedzie Ave Chicago, IL 60625 Tel: 773-478-8851 Fax: 773-478-8552
Suburban Office	1166 S. Elmhurst Road Mt. Prospect, IL 60056 Tel: 847-439-5195 Fax: 773-478-8552
Lake County Office	333 E. IL Rte 83 Suite B-6 Mundelein, IL 60060 Tel: 847-393-7488 Fax: 847-393-7517
	Website: www.hanulusa.org Email: hanul@hanulusa.org
Executive Director	Paul S. Yun, MSW 773-478-8851 ext.101 paulsyun@hanulusa.org
Deputy Executive Director	Irene Jisun Sohn, MSW 773-478-8851 ext.103 isohn@hanulusa.org

V. Appendix

1. Lodging and Transportation for Out-of-State or International Students

Depending on the length of one's internship, students must choose what type of lodging they would like to have while they stay in the Chicago area. Although the agency is not responsible for any of the costs for lodging and transportation, it is a great interest of our agency to help the students find a safe and affordable place to stay while they finish their internship with Hanul.

A. Home-Stay

Home-stay is one of the most popular means of lodging since their monthly rate includes breakfast and dinner during weekdays and all three meals during the weekends. Some home-stay facilities provide transportation to and from the airport. The agency recommends that students find a home-stay that is walking-distance away from the office or where public transportation is easily accessed. Extensive lists of home-stays can also be found at HomestayWeb.com or [Chicago Home-stay Search](#).

B. Extended Stay Hotels

Another option is to stay at the extended stay hotels, which are motel-like facilities with fully equipped kitchen area. They charge based on daily rates and if you prefer more privacy and preparing meals by yourself, this may be the right option. The only downside is these types of extended stay facilities are located in places that are quite far from both of our offices. It also can be more costly, but it may work out if there is more than one person staying at one room to share the cost. A group of 10 students have chosen this option during their three-week stay. Visit Extend Stay America's website (<http://www.extendedstayamerica.com/>) for the locations and pricing.

C. Sublet Apartments or Condos

Another option that may sound the best in term of the pricing is looking for a place that sublets for short or long period of time. So many places are listed everyday in different websites, but it takes a lot of time and effort to find a suitable place. It could be tricky to foresee how safe the area is or the quality of facility without paying a visit to the place. More importantly, you have no control over who you might be sharing the place with. Plus, you have to make sure costs of the utilities (light, gas, telephone, internet, etc.) are included in the rent. If you are staying for a longer period of time, you may want to invest

some time to look for a place in the area with good pricing. You may start searching for a place by visiting websites such as toSublet.com or Chicago.Sublet.com.

D. Transportation

The agency recommends that students find a lodging that is walking-distance away from the office. If you choose to stay where you must utilize the public transportation or thinking of sightseeing the city during weekends by taking public transportation, visit Chicago Transit Authority's website (<http://faremedia.chicago-card.com>) for pricing information on daily, weekly, monthly passes. Costs of travels that incurred during the working hours or related to work will be reimbursed. The agency will also provide the airport pick-up and drop-off service unless it is provided by the home-stay facility.

E. Airport Pick-up and Drop-off

The agency is not responsible for picking-up and dropping off any of its intern students. Cab ride or other transportation method can be arranged upon student's request. All requests must be received three days prior to the actual departure or arrival date.

2. Visa for International Students

The agency does not sponsor any type of Visa for long-term internship program. We advise students to speak with their travel agent for proper travel arrangement that suits student's plan while staying in the US.

Hanul Family Alliance Internship Application Form

Date Completed: ___/___/_____ (Mo/Day/Year)

Last Name	First Name	Middle
Home Address		
Home Telephone		Cellular Phone
Date of Birth ___/___/_____ (Mo/Day/Year)		Email Address
Name of School		Department
Degree/ Year		School Field Work Coordinator (if any)
Telephone (Field Work Coordinator)		Email Address (Field Work Coordinator)
School Address		
Internship hours required by your school? <input type="checkbox"/> Yes-Hours Required: _____ <input type="checkbox"/> No	Which program are you interested in? <input type="checkbox"/> Summer (June – Aug) <input type="checkbox"/> Fall (Sep – Dec) <input type="checkbox"/> Spring (Jan – May)	How long do you plan on doing your internship? <input type="checkbox"/> 4 to 6 weeks <input type="checkbox"/> 1 to 3 months <input type="checkbox"/> More than 3 months
Areas of Interest (You may select more than one) <input type="checkbox"/> Clinical Social Work <input type="checkbox"/> Nonprofit Administrations and Operations <input type="checkbox"/> Social Welfare Policies <input type="checkbox"/> Interested in working with a specific group of clientele? (i.e. elderly or disabled) Please specify: _____	HFA Departments that you are interested in working with (You may select more than one) <input type="checkbox"/> Senior Services Department <input type="checkbox"/> Children, Youth and Family Department <input type="checkbox"/> Legal and Immigration Department <input type="checkbox"/> Community Health Department <input type="checkbox"/> Culture and Education Department	
Intended Internship Starting Date		Intended Internship Ending Date
Do you need housing arrangement during your internship period? <input type="checkbox"/> Yes-For how long: _____ <input type="checkbox"/> No	Do you have a car that you can drive to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you need airport pick-up or drop-off? Arrival <input type="checkbox"/> Yes <input type="checkbox"/> No Departure <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If checked yes, you must provide flight information three days prior to your arrival or departure date.</small>
Instruction - Please complete this application and submit it with your cover letter and resume. Mail or fax applications to: Hanul Family Alliance – Internship Program 5008 N. Kedzie Ave Chicago, IL 60625 Fax – 773-478-8552 Or Email to isohn@hanulusa.org (Put “Hanul Internship Program” in the subject line)		

****Completed application packet must be received 3 months prior to student’s intended internship starting date. All application items must be submitted as a complete package. Incomplete applications will not be reviewed****