Southwest Minnesota State University
Psychology Program

INTERNERSHIP HANDBOOK

Christine M. Olson, Ph.D.
Faculty Supervisor for Advanced Applied Psychology

(Fall 2013)
Advanced Applied Psychology Syllabus
Fall 2015

Course: Advanced Applied Psychology (PSYC 400)  
Professor: Christine Olson, Ph.D.  
Class Meeting Time: Tuesday 6:30 –8:00  
Phone: 537-7248  
Location: SS 128  
Office: SS 129  
Email: Christine.olson@smsu.edu  
Texts: see below


SMSU Psychology Program Internship Handbook

Course Objectives: The main objectives of this course include gaining applied experiences at your selected internship site and integrating these experiences with your knowledge of the field of psychology. Fulfillment of these objectives will include discussion of ethical and diversity issues as they relate to your applied experiences, as well as consideration of your long term career interests. Finally, you will have opportunities to reflect upon your experiences with respect to your role as a professional working in a psychology related field and as a citizen of a local and global community.

Requirements: See the following information in this handbook.

Attendance Policy: You can receive up to 60 points for attendance. Attendance includes arriving to class on time, participating in class discussions, and demonstrating that you have prepared for class by having completed your journal entries and other assignments. Should you not be able to attend class, it is your responsibility to contact me in advance (if possible) to inform me of the reason for your absence. You are responsible for obtaining information about material that was reviewed the day(s) you were not present.

Late Work Policy: You may turn in your Final Integration Paper within one week of the original due date for half credit.

Assignment Due Dates:

Notes on readings  
Due each class period (60 points total)

Journals  
Due on Oct 21 or Oct 28 AND last week of the semester (100 pts)

Site Supervisor Mid-Semester Evaluation of Intern  
Due Oct 21 or Oct 28(10 points)

Student Mid-Semester Evaluation of Site  
Due Oct 21 or Oct 28(10 points)

Final Integration Paper  
Due last week of semester- Dec 12 – Finals Week on Tuesday at the latest. (100 points)

Portfolio  
Due last week of semester- Dec 12 – Finals Week on Tuesday at the latest. (100 points)

Time Log (Signed)  
Due last week of semester- Dec 12 – Finals Week on Tuesday at the latest. (100 points)

Final Supervisor Evaluation  
Due last week of semester- Dec 12 – Finals Week on Tuesday at the latest. (100 points)
## CLASS MEETING TIMES AND READING ASSIGNMENTS

<table>
<thead>
<tr>
<th>GROUP A</th>
<th>CLASS# AND READING ASSIGNMENT</th>
<th>GROUP B</th>
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SOUTHWEST STATE UNIVERSITY
Department of Social Sciences – Psychology Program

Internship Grade Criteria Checklist

In establishing the following grade criteria, an attempt has been made to allow for equal influence of both the student intern and outside evaluators in the determination of the intern’s final grade.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Assessment of Performance at Internship Site</strong></td>
<td></td>
</tr>
<tr>
<td>- Final Supervisor Evaluation</td>
<td>200</td>
</tr>
<tr>
<td>- Site Supervisor Mid-semester Evaluation of Intern</td>
<td>10</td>
</tr>
<tr>
<td>- Student Mid-semester Evaluation of Internship Site</td>
<td>10</td>
</tr>
<tr>
<td>- Fulfillment of time commitment (time log) – 125 hours</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>320</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Assessment of Integration of Internship Experience</strong></td>
<td></td>
</tr>
<tr>
<td>- Attend Weekly Seminars</td>
<td>60</td>
</tr>
<tr>
<td>- Notes on text reading</td>
<td>60</td>
</tr>
<tr>
<td>- Journal Entries</td>
<td>100</td>
</tr>
<tr>
<td>- Final Integration Paper</td>
<td>100</td>
</tr>
<tr>
<td>- Portfolio</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>420</td>
</tr>
</tbody>
</table>

**TOTAL =** 740 points

A = 666 – 740 pts  90-100%
B = 592 – 665 pts.  80-89 %
C = 518 – 591 pts.  70-79 %
D = 440 – 517 pts.  60-69 %
E = Below 440 pts.

(Grading does make use of + and –s.)
Requirements for Advanced Applied Psychology  
(Internship in Psychology Program)

TIME COMMITMENT: The Psychology Program requires that you perform a total of 120 hours of work for 3 units of academic credits.1,2 Spring/Fall term interns are also required to attend a weekly seminar as scheduled in the list of course offerings. Additional requirements for Advanced Applied Psychology are described below. These will be covered in more detail at the initial Advanced Applied Seminar meeting the first week of the semester. Please review the requirements carefully.

ORIENTATION/INTERNSHIP CONFIRMATION MEETINGS: Prior to the semester in which you plan to be involved in an internship experience, you are required to meet individually and/or in a group meeting (arranged by the faculty supervisor) to confirm internship arrangements. Once an internship site has been approved by the faculty supervisor, you will be permitted to enroll in the course. Credit for the Advanced Applied Psychology course may not be given “post-hoc” (i.e., student completes required hours for an internship but does not first complete a signed agreement with SMSU faculty, the site supervisor and student, along with completing all other integrative portions of the course—seminar, readings, journal, paper, and portfolio.) The basis for grading in this course involved BOTH completion of required hours and completion of critical reflection/integration components of the course while doing one’s internship.

CLINICAL INTERNSHIPS: Students who will serve as interns in applied clinical settings (e.g. community mental health centers, outpatient/inpatient addictions treatment programs, school counseling settings) should include experiences and training in the following skill areas, as relevant to the client populations they serve: screening, intake, assessment, treatment planning, case management, reporting, record keeping. Field supervisors should provide opportunities for critical reflection on the acquisition of these skills. Seminar meeting times on Tuesday evenings will also allow for discussion of one’s strengths/opportunities for growth in these clinical skill areas.

TIME LOG: You will be required to keep a time log to track and record the dates/hours for final verification of credit hours earned. The time log may be kept in a spiral notebook, on time cards provided by the site, or other record keeping systems. The most important factor is keeping the record.

REFLECTIVE JOURNAL: Developing a habit of deliberately reflecting upon the experiences you have during your internship experience is critical with respect to enhancing learning outcomes. Maintaining a reflective journal creates an opportunity for you to integrate internship experiences with your formal academic coursework and personal values system. Reviewing journal entries will also provide you with a solid basis for writing your final integration paper. Thus, you will be asked to make at least one journal entry a week (though more are encouraged) throughout the course of your internship. This entry should be at least two pages in length. This should not merely account for the time spent at your site (the time log serves that purpose). Rather, journal entries should involve critical reflection upon the learning that is taking place while fulfilling your role as intern. Although I, as faculty supervisor, will review the entries to assure fulfillment of internship requirements, the journal will not be retained by the Psychology Program and its contents will be kept confidential.

WEEKLY INTEGRATION SEMINARS: You will be required to attend integration seminars every other week throughout the semester. The integration seminars will involve reflecting upon insights gained from your internship experiences, learning about the experiences of other interns, considering relevant ethical issues, and considering the relationship between your internship experience and your long term career objectives.

Note1: If you anticipate doing an internship during the Summer Session(s) you should not enroll for academic credit until the Fall Term. By the end of summer or early into the Fall Term, you will need to submit all required assignments (e.g., Journal, Final Integration Paper, Portfolio). Faculty supervision (including weekly seminar meetings) will be available for internship experiences during the Summer Sessions on a distance learning basis (i.e., via internet/phone).
**FINAL INTEGRATION PAPER:** This paper will involve synthesis of your applied experiences with your academic coursework and with information you have gathered about your career interest(s). It should be approximately 10 pages in length and should be written in APA format. Review of your journal entries and seminar notes can serve as good sources of information for this paper.

**PORTFOLIO:** Each student is responsible for preparing a portfolio to be turned in at the conclusion of the semester. The portfolio will contain samples of all work, such as the following: sample forms you needed to completed, newsletters, job description, internship site descriptive materials. The portfolio will also need to include information from two relevant national (or international) professional organizations and two graduate studies programs. Finally, you will need to include an updated resume in which you have noted your internship experience.

**EVALUATION:** As an on-going process, evaluation will be done jointly with the internship site supervisor and the faculty supervisor. The student will be kept well-informed of the process and will have input into the overall evaluation. Students should request that their site supervisor complete a mid-semester evaluation (to be mailed to the faculty supervisor) in addition to the final evaluation form.

**GRADING:** Recognizing that each student will be going into the internship experience with a different background and knowledge level about the internship setting, mid-semester and final evaluations are considered along with the progress made by the student over the course of the internship experience. In addition, the quality of the materials submitted (e.g. journal, paper and portfolio) will contribute to the final grade for the internship and the extent to which the student integrates the internship experience with his/her academic training (via journaling and attending integration seminars). See grade criteria sheet for more detail.

**Site Supervision Considerations**

As an intern, you will have a site supervisor as well as a faculty supervisor. Faculty supervision will occur within the group context of Weekly Integration Seminars. Site supervision will occur at the internship site. Described below is a general overview of the role of site supervisor so that you may better understand how to effectively use the supervision that is provided. The site supervisor plays a crucial role in determining the value of the internship experience to the student’s learning. The site supervisor’s role includes:

- **Planning:** As soon as the intern has been interviewed, accepted, and the placement has been confirmed by the faculty supervisor, the student’s position and assignments should be carefully defined. All parties should have a clear understanding of expectations in terms of productivity and educational growth.

- **Orienting:** This should answer such questions as: “Where do I fit in? How do I get things done? What is expected of me? How do I get information? Who can assist me if my site supervisor is not available? What should I do if problems/concerns arise?”

- **Training:** This involves informing the intern of any prerequisites and training that will be necessary.

- **Scheduling:** The intern’s time at the site must take into account the needs of the site, availability of supervision and the student’s schedule. Procedures for tracking service hours should be clarified.

- **Supervising:** Supervision involves ensuring that the intern has guidance available as necessary from a paid employee, with opportunities for questions and sharing of ideas.

- **Evaluating:** Evaluation entails completing, signing, and obtaining intern’s signature on mid-semester and final evaluations and returning to the faculty supervisor. Any perceived inadequacy in intern performance should be considered whenever possible as opportunities for growth. Unresolved conflicts should be discussed with the faculty supervisor.

- **Complying:** Supervisors will be expected to comply with college policies on affirmative action, sexual harassment, and the Americans with Disabilities Act, since the intern’s work is considered to be an extension of his/her education, sponsored by and supported by the college.
Suggestions for How to Enhance Learning Throughout the Internship Experience

Following are some suggestions for what you can do to enhance your learning during the internship experience.

- Observe daily operations.
- Take a tour of the facilities.
- Read the organization’s annual reports (with supervisor permission), studies, professional literature, and journals.
- Familiarize yourself with the goals and objectives of the organization.
- Observe and discuss with other staff persons their roles and responsibilities.
- Discuss personal attitudes, values, and services which are expected at the agency.
- Familiarize yourself with in-house forms, library, and resource information.
- When appropriate, ask for permission to sit in on sessions where other services are provided.
- After you have completed your initial assignments, discuss with your supervisor the possibility of adding more or varied responsibilities or projects.
- Ask for feedback on an on-going basis.
- Keep a reflective journal of your experiences.

Suggestions for Reflecting Upon the Internship Experience (via the Journal)

In addition to tracking the hours that you work at the internship site, it is important that you reflect on your experience in an on-going way. Your self-awareness of personal strengths, weaknesses, and values will be enhanced by this process. Having developed the habit of reflective journaling can also contribute substantially to enhancing the quality of your final integrative paper; you will have acquired a rich base of insights into the nature and outcomes of your internship by reflecting upon your experiences in an integrated, multi-dimensional manner. Listed below are some sample suggestions and sample questions that can aid with reflective journaling.

Suggestions for reflective journaling:

- Write an objective account of the daily events that occur.
- Describe your feelings and perceptions, questions and ideas about what happened during the day. This is your subjective account of the day, and should constitute the bulk of your journaling. Let your thoughts roam freely while doing this portion.
- Outline actions for your next contact based upon what you learned during the day/evening. If problems or needs surfaced during the hours in which you worked, be sure to include a plan of action to deal with this as soon as possible. In this way you can use your log as an means of personal growth.
Sample reflective journaling questions:

- What is the best thing that happened today/this week?
- What is the most difficult/satisfying part of your work? Why?
- What do you think is your most valuable/valued contribution?
- Did you receive any compliments/criticisms? What did you learn from these?
- Tell about a person there who you find interesting/challenging to be with.
- How do people treat you? How do they view your role? Is this congruent or in conflict with how you see your role?
- Were you confronted (directly or indirectly) with a question of values, a moral dilemma? How did you think about this conflict?
- How did issues of race/ethnicity, social class, and gender influence what happened while working at your internship site today/this week?
- Tell about something you learned as a result of a disappointment or even a failure.
- Think back on a moment when you felt especially happy or satisfied in your placement. What does this tell you about yourself?
- Is there some situation that you had problems with that you would want to talk to your site supervisor about?
- How did you feel today? Did you just feel like you were working because you were required to work? What got you going?
- How is all this relevant to readings, discussions, and what you have learned in general during your academic studies?
- How does this experience connect to your long-term goals?
- What kind of person does it take to be successful at the kind of work that the agency does? Could you do this?
- What are you getting out of your service?
- What is the agency/community getting out of your service?
- How has this internship changed since you first began? (e.g., different activities, more or less responsibility)
- What do you feel is your main contribution?
- What did someone say to you that surprised you?
- What compliments have been given and what do they mean to you?
- Did you take (or avoid taking) a risk this week? Why?
- What did you do this week that made you proud of yourself?
ADVANCED APPLIED PSYCHOLOGY FORMS
Psychology Program
Southwest Minnesota State University

PSYCHOLOGY PROGRAM INTERNSHIP CONTRACT

1. __________________________ (Student) on this date ____________, agree to an internship with __________________________ (Agency/Community Site) for ______ total contract hours, to begin on ___ (Date) and to be completed by ____ (Date).

   Based on contract hours designated, the internship will carry ______ semester hours of academic credit.

2. Site Supervisor: ____________________________________________________________
   Telephone: ________________________________________________________________
   Email: ____________________________
   Address: ____________________________
   City: ____________________________ MN ______________

3. Intern Telephone: ________________ (H) ______________ (W) ________________ (Cell-optimal)
   Address: ____________________________
   Email: ____________________________

4. Internship Schedule: In the space below, designate the scheduled days of the week and approximate times the intern normally would be expected to be on the job.

   Monday ____________________________ Thursday ____________________________
   Tuesday ____________________________ Friday ____________________________
   Wednesday ____________________________ Sat/Sun ____________________________

   The intern and the organization agree on the attached job description or statement of goals/objectives. As specifically as possible, this statement should indicate what the intern will be expected to do or accomplish during the internship in order to meet both organizational and academic goals. Please attach the description to this application.

   ____________________________________________
   (Intern signature)
   ____________________________
   (Print name)

   ____________________________
   (Site Supervisor signature)
   ____________________________
   (Print name)

   IMPORTANT: This contract needs to be signed by Site Supervisor, Faculty Supervisor and Intern, PRIOR to beginning internship.
SAMPLE JOB DESCRIPTION OR
STATEMENT OF GOALS/OBJECTIVES

Name of Site:  ABC Service Organization

General Description of Intern Role:

Intern’s role may include direct casework with clients, assist in pre-school children’s education and socialization; community agency resource referral; assisting families gain self-sufficiency through job training; grant preparation; advise on public relations; editing, translating, accounting; completing health screenings, nutrition assessments and education.

Responsibilities of student interns (please be specific):

- Will work on and maintain Resource Book utilized by social workers in making referrals
- Under supervision, will provide assistance in handling incoming calls
- Will accompany managers on home visits to do assessments
- Will assist in implementing non-clinical services as indicated on care plan under the direction of the manager.
- Develop interviewing and assessment skills
- File adequate, accurate progress notes on each participant contact

Brief description of orientation and training provided by agency:

One hour orientation sessions are held on the first Thursday of every month. Training sessions are 2-3 hours on the third Thursday of every month. Policies and procedures will be covered as well as skills and techniques required to work for the organization. Monthly brainstorming sessions and any additional workshops are held on Saturday mornings. These sessions provide further training opportunities for Interns.

Please attach any supplemental materials that would be helpful in describing this internship.
SOUTHWEST STATE UNIVERSITY  
Department of Social Sciences – Psychology Program

**Internship Grade Criteria Checklist**

In establishing the following grade criteria, an attempt has been made to allow for equal influence of both the student intern and outside evaluators in the determination of the intern’s final grade.

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<td>Final Supervisor Evaluation</td>
<td>200</td>
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<td>Site Supervisor Mid-semester Evaluation of Intern</td>
<td>10</td>
</tr>
<tr>
<td>Student Mid-semester Evaluation of Internship Site</td>
<td>10</td>
</tr>
<tr>
<td>Fulfillment of time commitment (time log)</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>320</td>
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</table>

| **B. Assessment of Integration of Internship Experience**               |        |
| Attend Weekly Seminars (6 X 10 points)                                 | 60     |
| Notebooks on text reading                                              | 60     |
| Journal Entries                                                        | 100    |
| Final Integration Paper                                                | 100    |
| Portfolio                                                               | 100    |
| TOTAL                                                                   | 420    |

**FINAL TOTAL=** 740

A = 666 – 740 pts  90-100%  
B = 592 – 665 pts.  80-89 %  
C = 518 – 591 pts.  70-79 %  
D = 440 – 517 pts.  60-69 %  
E = Below 440 pts.
<table>
<thead>
<tr>
<th>RELATIONS WITH OTHERS</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
</tr>
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<tbody>
<tr>
<td>Exceptionally well accepted</td>
<td></td>
<td></td>
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<tr>
<td>Works well with others</td>
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<td></td>
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<tr>
<td>Gets along satisfactorily</td>
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<tr>
<td>Difficulty working with others</td>
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<td></td>
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<tr>
<td>Works very poorly with others</td>
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<tr>
<th>JUDGMENT</th>
<th>Check the appropriate rating</th>
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<tbody>
<tr>
<td>Exceptionally mature</td>
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<tr>
<td>Above average in making decisions</td>
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<tr>
<td>Usually makes the right decision</td>
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<td></td>
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<tr>
<td>Often uses poor judgment</td>
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<td></td>
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<tr>
<td>Consistently uses bad judgment</td>
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<tr>
<th>ABILITY TO LEARN</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Learns very quickly</td>
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<tr>
<td>Learns rapidly</td>
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<td></td>
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<tr>
<td>Average in learning</td>
<td></td>
<td></td>
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<tr>
<td>Rather slow to learn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very slow to learn</td>
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<table>
<thead>
<tr>
<th>ATTITUDE APPLICATION TO WORK</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Outstanding in enthusiasm</td>
<td></td>
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<tr>
<td>Very interested and industrious</td>
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<tr>
<td>Average in diligence and interest</td>
<td></td>
<td></td>
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<tr>
<td>Somewhat indifferent</td>
<td></td>
<td></td>
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<tr>
<td>Definitely not interested</td>
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<table>
<thead>
<tr>
<th>DEPENDABILITY</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Completely dependable</td>
<td></td>
<td></td>
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<tr>
<td>Above average in dependability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usually dependable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sometimes neglectful or careless</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unreliable</td>
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<table>
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<tr>
<th>QUALITY OF WORK</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Excellent</td>
<td></td>
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<tr>
<td>Very good</td>
<td></td>
<td></td>
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<tr>
<td>Average</td>
<td></td>
<td></td>
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<tr>
<td>Below average</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very poor</td>
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<thead>
<tr>
<th>OVERALL RATING</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
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</thead>
<tbody>
<tr>
<td>Excellent</td>
<td></td>
<td></td>
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<tr>
<td>Very good</td>
<td></td>
<td></td>
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<tr>
<td>Average</td>
<td></td>
<td></td>
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<tr>
<td>Marginal</td>
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<table>
<thead>
<tr>
<th>ATTENDANCE</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Regular</td>
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<tr>
<td>Irregular</td>
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<table>
<thead>
<tr>
<th>PUNCTUALITY</th>
<th>Check the appropriate rating</th>
<th>Additional Comments</th>
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<tbody>
<tr>
<td>Regular</td>
<td></td>
<td></td>
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<tr>
<td>Irregular</td>
<td></td>
<td></td>
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</tbody>
</table>
(1) Please comment on the student’s strengths.

(2) Please comment on the student’s academic or personal areas that need attention.

(3) Additional Comments

Please sign below and return to:

Christine M. Olson, Ph.D.
Faculty Supervisor of Internships
Psychology Program
Department of Social Sciences
Southwest Minnesota State University
Marshall, MN 56258
Fax: (507) 537 – 6115 Phone: (507-530-0928) Email: christine.olson@smsu.edu

__________________________________________________________________________
Intern signature                        Date

__________________________________________________________________________
Site Supervisor signature               Date
PSYCHOLOGY INTERNSHIP PROGRAM
STUDENT MID-SEMESTER EVALUATION OF INTERNSHIP SITE

Intern: __________________________________________

Site Supervisor: __________________________________________

Site: __________________________________________

Title: __________________________________________

Phone (home): __________________________________________

Phone (work): __________________________________________

Starting Date: __________________________________________

Describe your current placement and responsibilities:

Circle the number which best indicates your perception of your current placement:

| 1. Are there ample opportunities for learning? | ALWAYS | 5 | 4 | 3 | 2 | 1 |
| 2. Is there a good mix between routine tasks and work assignments with greater learning potential? | 5 | 4 | 3 | 2 | 1 |
| 3. Do your actual activities fulfill your expectations? | 5 | 4 | 3 | 2 | 1 |
| 4. Did you receive adequate orientation for your job? | 5 | 4 | 3 | 2 | 1 |
| 5. Do you receive assistance when you need it? | 5 | 4 | 3 | 2 | 1 |
| 6. Do you feel free to ask questions? | 5 | 4 | 3 | 2 | 1 |
| 7. Do you receive adequate, on-going feedback? | 5 | 4 | 3 | 2 | 1 |
| 8. Do you have regular meetings with your supervisor? | 5 | 4 | 3 | 2 | 1 |
| 9. Do you have a good working relationship with your co-workers? | 5 | 4 | 3 | 2 | 1 |

List problems, concerns or comments about your placement (include comments on “2” or “1” responses above):
PSYCHOLOGY INTERNSHIP PROGRAM  
SITE SUPERVISOR FINAL EVALUATION OF INTERN

Intern: ______________________________________________________________________________

Intern Job Title: ____________________________________________________________________________

Date Started Internship: _______________________________________________________________________

Date of Evaluation: ____________________________________________________________________________

Supervisor Name: ____________________________________________________________________________

Supervisor Title: ____________________________________________________________________________

Company/Agency: ____________________________________________________________________________

Department: ________________________________________________________________________________

Address: ___________________________________________________________________________________

Phone: _____________________________________________________________________________________

Email: _____________________________________________________________________________________

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. Please review and discuss your evaluation with the student.

Record your appraisal of the student’s performance by writing the appropriate number in the blank after each item. For any items with a rating of “1” or “2”, provide an explanation in the space provided. Comments on any other items would also help the student. Use “N/A” if there has been no opportunity to observe the skill, or if it is not relevant to the work setting.

<table>
<thead>
<tr>
<th>Needs Improvement</th>
<th>Satisfactory</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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</table>

**RATING**

**COMMENTS**

I. RELATIONS WITH OTHERS
   - Ability to communicate with staff ____________________
   - Ability to communicate with clients ____________________
   - Ability to work with and for others ____________________

II. SUPERVISION
   - Ability to seek and use help _______________________
   - Openness to constructive criticism ____________________
   - Ability to work independently ________________________

III. PERSONAL QUALITIES
   - Decision making ________________________________
   - Trust and confidentiality __________________________
   - Initiative ________________________________
   - Creativity _______________________________
   - Dependability _______________________________
   - Punctuality _______________________________
   - Personal appearance _____________________________
   - Ability and willingness to learn ___________________
   - Adaptability _______________________________
   - Adherence to agency rules/norms _____________________
IV. SKILLS

Verbal communication
Written communication
Analyzing problems
Problem solving
Organizing/seeing assignments to completion
Making and meeting deadlines

V. JOB PERFORMANCE

List 4 to 6 primary tasks performed by the student in fulfilling his/her job responsibilities. Rate performance of each.

<table>
<thead>
<tr>
<th>TASK</th>
<th>RATING</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>3.</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
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</tbody>
</table>

Overall contribution to organization

A. What development have you observed in the student’s skills, knowledge, personal and/or professional performance?

B. In what specific areas can the student work toward improvement of performance, knowledge, and/or skill development?

(attach additional sheet for further comments if needed)

Intern signature Date

Site Supervisor signature Date

Internship Coordinator signature Date

Please return to:
Christine M. Olson, Ph.D.
Supervisor of Internships
Psychology Program
Department of Social Sciences
Southwest Minnesota State University
Marshall, MN 56258
Fax: (507) 537 – 6115 Phone: (507-530-0928)
Email: christine.olson@smsu.edu
SSU PSYCHOLOGY PROGRAM
STUDENT EVALUATION FORM
FOR INTERNSHIP EXPERIENCE

Name (optional): ________________________________

Site of Internship (optional): ________________________________

Fall/Spring/Summer 20__ (circle one)

GENERAL INFORMATION

1. Sex   Male   Female
2. Age ________
3. Predominant cultural/ethnic background (optional)
   □ Hispanic  □ African American,  □ Asian American or  □ White, not Hispanic  □ American Indian or
   not Hispanic  □ Pacific Islander
   Alaskan Native
4. Major ________________________________
5. Have you had an internship before? yes no
   For how long?   □ 6 months or less  □ 6-12 months  □ 1-2 years  □ over 2 years
6. How did you learn about the Internship Program?
   □ instructor  □ class presentation  □ academic advisor  □ friend  □ ASU catalog/schedule  □ other
7. What motivated you to apply for the Internship? (check as many as apply)
   □ course credit  □ desire to help others/social concerns  □ experience/career exploration
   □ apply classroom knowledge  □ personal development  □ required for graduation
   □ other ________________________________

EVALUATION OF PERSONAL EXPERIENCE

1. Please circle choice

<table>
<thead>
<tr>
<th></th>
<th>NOT AT ALL</th>
<th>A GREAT DEAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>How much did you learn from working at your site?</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>2.</td>
<td>Do you think you made a significant contribution to your community?</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>3.</td>
<td>Did your experience increase your level of commitment to “get involved” in your community?</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>4.</td>
<td>How well did this course enable you to integrate your classroom learning</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>5.</td>
<td>To what extent did your assigned tasks facilitate your internship contract objectives?</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>6.</td>
<td>Did your internship experience have any effect on the following?</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>improved relationships with the faculty</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>increased desire to stay in college</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>
______ heightened self confidence

______ heightened insight into personal strengths and weaknesses

______ enhanced ability to work and learn independently

7. In what way did your Internship experience change your career or educational plans? (please check only one)

______ Confirmed your plans
______ Decided to change career plans
______ Made you question your previous choice
______ Had no effect

Further comments: ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
PERFORMANCE OF INTERNSHIP SITE

1. How challenging was your work?

2. Were your tasks / assignments clear?

3. Were your tasks / assignments interesting?

4. Were persons at your site helpful?

5. Were you given adequate orientation / training?

6. Did your site provide you with enough work?

7. How relevant was your classroom learning to your internship placement?

8. Please rate your experience with the following:

   (NEGATIVE  POSITIVE)

   Supervision

   Acceptance and support

   Recognition of your efforts

   Work environment

9. Did your program fulfill your initial expectations?

10. Are you thinking of continuing to work at this site, or engage in any other internship?

11. Would you recommend to your friends that they take an internship course?

12. Can you think of any suggestions as to how your site can improve the experience for future internship students?

   1   2   3   4   5

   NOT AT ALL   A GREAT DEAL

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5

1   2   3   4   5
# PERFORMANCE OF THE INTERNSHIP FACULTY SUPERVISOR

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>NO</th>
<th>SOMEWHAT</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Did you get enough information and assistance from the Internship Faculty Supervisor?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Was the registration process clear?</td>
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<tr>
<td>3.</td>
<td>Did the orientation process clarify for you the different roles of the Internship Faculty Supervisor and Site Supervisor?</td>
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<tr>
<td>4.</td>
<td>Do you think your site was appropriate for your needs and abilities? If not, explain.</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Were the written materials you were given clear and understandable? What would you add to them or change?</td>
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