



Psychology Program

INTERNSHIP HANDBOOK

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Faculty Supervisor for Advanced Applied Psychology

(Academic Year 2019-2020)

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**Advanced Applied Psychology Syllabus
Fall 2019 - Spring 2020**

Course: Advanced Applied Psychology (PSYC 400)
Class Meeting Time: Tuesday 6:30 –8:00, every other wk
Location: SS 128
Email: Christine.olson@smsu.edu

Professor: Christine Olson, Ph.D.
Phone: 537-7248
Office: SS 129
Texts: see below

- Loeb, P.G. (2010). *Soul of a citizen: Living with conviction in a cynical time*. New York, NY: St. Martin's Griffen Press.

-SMSU Psychology Program Internship Handbook (available on Psychology Program website <https://www.smsu.edu/academics/programs/psychology/index.html>)

-APA Code of Ethics <https://www.apa.org/ethics/code/>

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.

Attendance Policy: You may receive up to 100 points for attending seminars. 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 notes on readings. 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. NOTE: Seminar attendance is required for psychology majors doing an internship in during fall and/or spring semesters. The seminar is not offered during summer time, so summer interns need to make up internship seminar time by extra hours on site (i.e., 10 additional hours).

Late Work Policy: Assignments may be submitted one week of the deadline without penalty. Thereafter there will be a 10% deduction in grade on assignment. Be sure to let me know if you need an extension on completion of assignments in advance of designated due dates!

Assignment Due Dates:

FULFILLMENT OF INTERNSHIP SITE REQUIREMENTS AND EVALUATIONS

- | | |
|---|--|
| <input type="checkbox"/> Time Log (Signed) | Due last week of the semester/internship (100 pts) |
| <input type="checkbox"/> Site Supervisor Mid- Semester Evaluation of Intern | Due middle of internship experience (30pts) |

- Student Mid-Semester Evaluation of Intern Exp Due middle of internship experience (30pts)
- Final Supervisor Evaluation Due last week of the semester/internship (300 pts)
- Seminar Meetings/Notes on Readings (Chps 1-8) Due every other week throughout semester (180)

CRITICAL REFLECTION AND INTEGRATION ASSIGNMENTS

- Journal Entries Journal entries completed on weekly basis (160 pts)
- Final Integration Paper Due last week of the semester/internship (100 pts)
- Portfolio Due last week of the semester/internship (100 pts)

SOUTHWEST STATE UNIVERSITY
Department of Social Sciences – Psychology Program

Internship Grade Criteria Checklist

<u>Criteria</u>	<u>Points</u>
A. FULFILLMENT OF INTERNSHIP SITE REQUIREMENTS AND EVALUATIONS	
- Final Supervisor Evaluation	300
- Site Supervisor Mid-semester Evaluation of Intern	30
- Student Mid-semester Evaluation of Internship Site	30
- Fulfillment of Time Commitment (time log) – 120 hours	100
	460
B. CRITICAL REFLECTION AND INTEGRATION ASSIGNMENTS	
- Attend Seminars/Notes on Text Reading (Loeb Soul of a Citizen, Cps 1-8)	180
- Journal Entries	160
- Final Integration Paper	100
- Portfolio (updated resume, samples of work, next steps, along with other assignments/paperwork – Contract, Final Integration Paper, Evaluations, Journal)	100
	540
TOTAL =	1000 points
A	935-1000 pts

A-	900- 930
B+	865-899
B	830-864
B-	800-829
C+	765-799
C	730-764
C-	700-729
D+	665-699
D	630-664
D-	600-629
F	= Below 600 pts.

Requirements for Advanced Applied Psychology -PSYC 400 (Internship in Psychology Program)

INTERNSHIP CONTRACT: The contract for the internship must be completed and signed by you, your faculty supervisor and site supervisor prior to beginning your internship experience. **BE SURE TO ATTACH A LIST OF OBJECTIVES AND RESPONSIBILITIES TO THE CONTRACT!** The Internship Contract form and a sample list of objectives and responsibilities is available in the Appendix of this Internship Handbook.

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 seminar every other week, scheduled Tuesday evenings 6:30-8. 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. Your internship site must be approved by the faculty supervisor, who will submit a “permission to enroll” for PSYC 400. This opens up a slot for you to enroll in the course. Evaluation of this course is based upon **BOTH** completion of all required paper work, hours on site and critical reflection/integration components of the course *while* doing one’s internship.

TIME LOG: You will need 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 you may make use of other record keeping systems. The most important factor is keeping the record and having it verified by your site supervisor.

Note¹:

If you anticipate doing an internship during the Summer Session(s) you may enroll for academic credit either the semester before or after you do your internship. 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) and seminars are waived. Given waiving of seminar meetings, it will be necessary to make up seminar time with on-site time (i.e., total of 10 additional hours for summer interns and Community Psychology and Health Promotion majors).

REFLECTIVE JOURNAL: Developing a habit of deliberately reflecting upon the experiences you have during your internship experience is critical with respect to enhancing learning. Maintaining a reflective journal creates an opportunity for you to integrate internship experiences with your formal academic coursework. Reviewing journal entries will also provide you with a resource from which to draw while writing your final integration paper. With this in mind, 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 (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 insure fulfillment of internship requirements, the journal will not be retained by the Psychology Program and its contents will be kept confidential.

INTEGRATION SEMINARS: You are required to attend integration seminars every other week throughout the semester (see Note 1 below). The integration seminars will involve reflecting upon insights gained from your internship experiences, learning about the experiences of other interns, considering relevant ethical issues, considering the relationship between your internship experience and your long term career objectives and sharing your thoughts on “self as citizen” (drawing from notes on Loeb’s *Soul of a Citizen* book).

FINAL INTEGRATION PAPER: This paper will involve integration 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. Topics addressed in this paper include: key insights from your internship experience about the nature of the profession in which you worked (e.g., addiction counselor, youth group leader, public health educator); reflections on current career interests; reflections on personal strengths and areas needing improvement; and next steps (e.g., seeking work in this area or going a whole new direction, pursuing graduate studies, learning a foreign language).

PORTFOLIO: Each student is responsible for preparing a portfolio to be turned in at the conclusion of the semester. A copy of your completed Internship Contract, Final Integration Paper, Time Log, and all evaluations should be included in your portfolio. It should also contain samples of work/roles assumed, such as the following: sample forms you needed to complete, newsletters, job description, internship site descriptive materials. Information from two relevant national (or international) professional organizations and two graduate studies programs should be included as well. 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 to complete a mid-semester evaluation in addition to the final evaluation form, signed copies of both should be sent/mailed to the faculty supervisor.

GRADING: Recognizing that each student will be going into the internship experience with a different background and knowledge 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 integrative assignments 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 Integration Seminars (or email correspondence for summer interns and Community Psychology and Health Promotion majors). 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 supervision that is provided. **The site supervisor's role specifically includes:**

- **Planning (Articulation of Intern Role):** As soon as you have 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. The Internship Contract should be developed jointly between you and the site supervisor. A description of specific objectives, responsibilities, etc. should be attached to the Internship Contract and the completed contract should be signed by all parties prior to the onset of the internship: you, site supervisor and faculty supervisor.
- **Orienting:** Supervisors are asked to orient interns to the internship site. This orientation should address 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 and making the intern aware of relevant trainings as they become available during the internship.
- **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 Enhancing 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.
- Ask your supervisor(s) about relevant professional organizations so that you may become aware of the national/international context for this profession, attend conferences/trainings, network, gain information about career development and job opportunities, etc.

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

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. This process should enhance your self-awareness of personal strengths, weaknesses, and values. 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-faceted 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 a 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?

Locating an Internship Experience: Step-by-Step

- 1. Let your faculty supervisor (Dr. Christine Olson Christine.olson@smsu.edu) know of your interest in enrolling in PSYC 400 Advanced Applied Psychology (Internship).**
 - Contact Dr. Olson via email and express your interest in enrolling in Advanced Applied Psychology. In your email, please provide your 8-digit student ID so that a “permission to enroll” may be submitted to the Registration Office. This will open up a slot for you to enroll. You will need to enroll yourself in this course.
 - Review the Internship Handbook and arrange to meet in person or correspond via phone/email about your specific internship interests.
- 2. Carefully consider what you would like to gain from the internship experience. Making use of these resources may be helpful.**
 - O*NET SUMMARY REPORTS:** It can be able to helpful to identify professions that relate to your long term career interests on O*Net <https://www.onetonline.org/>. The Summary Report for a given profession (e.g., substance abuse counselor, public health educator, clinical psychologist, physical therapist) may be especially helpful because it provides a detailed list of skills and knowledge needed for that particular line of work. Highlighting skills/knowledge you would like to gain will help you to be specific about your interests as you approach potential site supervisors to express your interest in doing an internship.

EXAMPLE: Substance Abuse Counselor <https://www.onetonline.org/link/summary/21-1011.00>

- **RELEVANT PROFESSIONAL ORGANIZATIONS.** Professional organizations can be very useful resources for a number of reasons. For example, they often provide the following: good overview of the nature of a given field; list of workshops, trainings, and conferences that you could take advantage of prior to and after graduation (often at a very affordable student rates); readily available network of professionals in a given line of work; lists of accredited graduate training programs; and access to job listings; and certification/licensure information. O*Net lists relevant professional organizations at the end of their SUMMARY REPORTS. The *Occupational Outlook Handbook* <https://www.bls.gov/ooh/> can also be a useful resource for identifying relevant professional organizations. Finally, feel free to ask your site supervisor about what professional organizations you should be aware that would help you to progress in this field.

EXAMPLE: Health Educator - Here is a selecting listing or relevant professional organizations provided by O*Net at the bottom of the Summary Report for the profession of **Health Educator** .

- [American College Health Association](#)
- [American Nurses Association](#)
- [American Public Health Association](#)
- [American School Health Association](#)

- **DIVISIONS AND INTEREST GROUPS WITHIN A PROFESSIONAL ORGANIZATION.** Specific divisions and interest groups with a professional organization can be very useful with respect to learning about new research in a given field, upcoming training opportunities and conferences, graduate studies information, and much more!

EXAMPLE: The *American Psychological Association* (APA) currently has 54 Divisions (e.g., Health Psychology, Counseling Psychology, Community Research and Action-Community Psych, Trauma Psychology, and School Psychology <https://www.apa.org/about/division/>).

EXAMPLE: The *American Public Health Association* (APHA) has a comprehensive list of 32 “Member Sections” (e.g., mental health, maternal and child health, public health education and health promotion) <https://apha.org/apha-communities/member-sections>. Members of these sections can be excellent contacts to find out more about a given profession or learn more about possible internship experiences.

3. Use a variety of resources to locate a potential internship site.

It is your responsibility to locate an internship site. A number of resources may be helpful:

- **SMSU Career Services Internship Resources** <https://www.smsu.edu/campuslife/careerservices/job-search/internship-links.html>
- **SMSU Job and Internship Fairs** <https://www.smsu.edu/campuslife/careerservices/students-alumni/job-fairs.html>

- SMSU MustangsVOLUNTEER** database of service sites in Marshall area communities <https://www.smsu.edu/campuslife/civicengagement/volunteer/index.html>. This database of not-for-profit and service groups/coalitions is geared for the interest of those seeking volunteer experiences, but it has also served as a good resource for not-for-profit based internships
- AmeriCorps VISTA SUMMER ASSOCIATE Program** <https://www.nationalservice.gov/programs/ameriCorps/ameriCorps-programs/ameriCorps-vista>
- Forbes Top 10 Websites for Locating an Internship** <https://www.forbes.com/sites/susanadams/2015/01/30/the-10-best-websites-for-finding-an-internship/#1f89f811b440>
- Minnesota Psychology Association Internships** <https://www.mnpsych.org/internships>
- National Alliance for Mental Illness Internships – Minnesota** <https://namimn.org/internships/>
- State of Minnesota Internships** <https://mn.gov/mmb/careers/search-for-jobs/interns-and-student-workers/>
- 2020 Public Health Internships in Minnesota** <https://www.internships.com/public-health/minnesota>
- Selected list of sites at which psychology majors have recently attained internships** (listed alphabetically):
 - **Avera Marshall Regional Medical Center** <https://www.avera.org/careers/internships/>
 - **Greater Minnesota Family Services** <http://www.greaterminnesota.org/>
 - **Hope Harbor** <https://hopeharbormn.org/>
 - **HyVee (Human Resources)** <https://www.hy-vee.com/stores/store-management/Default.aspx?s=7>
 - **Lynd Public School** <http://www.lyndschoool.org/>
 - **Marshall Area YMCA** <https://marshallareaymca.org/>
 - **Project Turnabout-Granite Falls** <https://www.projectturnabout.org/>
 - **SMSU Center for Civic and Community Engagement** <https://www.smsu.edu/campuslife/civicengagement/index.html>
 - **SMSU Office of Diversity and Inclusion** <https://www.smsu.edu/administration/diversityinclusion/index.html>
 - **Southwest Health and Human Services Internships** <http://swmhhs.com/about-us/internship-opportunities/>
 - **Western Mental Health** <https://wmhcinc.org/>

4. **Contact potential site(s) and express your interest in doing an internship.**

- Review descriptive materials of the site(s) that you are considering so that you can get a better sense of what resources you are able to offer the site, what types of experiences you may have there, and what populations are served by the site.
- Update your resume and print a few copies so you have them on hand for in-person contacts.
- Call and/or email site staff to arrange for meeting with staff member(s) who assumes responsibility for supervising interns.
- If helpful, may be good idea to use wording along the following lines as you discuss your interest in doing an internship at a given site:

- i. "I am _____, and I am currently majoring in _____."
 - ii. "The Psychology Program requires that we complete a 120 hour internship (two for Community Psychology and Health Promotion major)."
 - iii. "I understand that you may not have a specific office or staff member designated for interns, and that is okay. I am interested in speaking with someone who may be willing to explore the possibility of having me work here from ____ to _____ (time frame) and serve as supervisor."
 - iv. "I want to be a resource for you, while also gaining experience with _____, _____, _____, etc."
 - v. "The SMSU Psychology Program has an Internship Handbook that provides an overview of requirements for majors within the Program, along with all necessary paperwork. It also includes a mid-evaluation and final evaluation that site supervisors are asked to complete."
 - vi. "The Internship Handbook may be found on the SMSU Psychology Program website. Also, feel free to contact Dr. Olson with any questions you may have: Christine.olson@smsu.edu; 507-530-0928."
 - vii. "Thanks very much for your time. I can be reached at _____."
5. **Internship sites are NOT limited to given organization or establishment.** It is important to note that internships are not limited to a given organization or establishment. For example, students may seek an internship with a community coalition focused on an area of interest to you e.g., Marshall, MN HEALTHY 56258 network, focused on wellness promotion. In other words, students may opt to work with a member/leader of a community coalition to identify a given concern and create an internship that would fit within the 120-hour time frame (for 3 credits) or 240-hour time frame (for 6 credits). If this option is pursued, an individual affiliated with the coalition or initiative would need to agree to serve as your primary supervisor.
6. **Once an internship opportunity has been located, complete the Internship Contract and submit it to Dr. Olson, PRIOR to starting your internship.**
- The Internship Contract is located in the Appendix section of your Internship Handbook.
 - Be sure to attach a specific description of the internship experience. You will need to collaborate with the Site Supervisor while developing this contract.
 - Be sure that both you and your Site Supervisor have signed it, before submitting it to Dr. Olson.

Community Psychology and Health Promotion Majors: Additional Expectations for Internship

Community Psychology and Health Promotion interns are required to complete the equivalent of two internships. You may opt to complete two entirely separate internships, each requiring a 120-hour time commitment, or you may opt for doing an extensive internship for 240 hours at the same site or with the same group/community coalition. The guidelines and expectations described in this *SMSU Psychology Program Internship Handbook* apply. **IN ADDITION, for at least one of your internship experiences, you will need to provide evidence of having engaged in at least 30 hours of one or more of the following applied learning experiences: needs assessment, program development, program evaluation, and/or grant writing.** Fulfilling this portion of the internship may take the form of becoming involved with some initiative already in progress (e.g., local YMCA is conducting a community needs assessment and you assist with this, Marshall Area HEALTHY 56258 health promotion coalition is in the process of writing a grant seeking federal funding and you assist with this). Alternately, you may initiate one or more of these community resource development/evaluation efforts (e.g., you develop a short structured questionnaire at a not-for-profit agency to assess how the agency might better meet the needs of clientele served) or you may start a new program and include a short evaluation of that program.

Feel free to contact the Faculty Internship Supervisor, Dr. Christine Olson (christine.olson@smsu.edu), to further clarify how this requirement may be met. Evidence of having completed this requirement should be included in your Portfolio.

Resources below may be helpful for you as you plan for meeting this requirement.

Community-Based Prevention and Program Evaluation Resources

<https://www.ruralhealthinfo.org/toolkits/health-promotion/4/types-of-evaluation>

Corporation for National and Community Services (variety of community development resources)

<https://www.nationalservice.gov/resources>

Needs Assessment

Community Action Partnership – Needs Assessment Resources

https://communityactionpartnership.com/publication_toolkit/community-needs-assessment-resource-guide/

The Community Toolbox – Wide variety of grant writing, needs assessment, and program evaluation resources (very accessible!)

<https://ctb.ku.edu/en> <https://ctb.ku.edu/en/applying-for-grants>

APPENDIX

ADVANCED APPLIED PSYCHOLOGY FORMS AND ADDITIONAL RESOURCES

**Psychology Program
Southwest Minnesota State University**

PSYCHOLOGY PROGRAM INTERNSHIP CONTRACT

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

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

2. Site Supervisor: _____

Telephone: _____ Email: _____

Address: _____

3. Intern Telephone: _____ Email: _____

Address: _____

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. Please not if varies week to week.

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 be sure to attach the description to this application.

(Intern signature)

(Print name)

Christine M. Olson, Ph.D.
Faculty Supervisor of Psychology Interns –
Southwest Minnesota State University
Christine.olson@smsu.edu 507-530-0928

(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 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.**

**PSYCHOLOGY INTERNSHIP PROGRAM
SITE SUPERVISOR MID-SEMESTER EVALUATION OF INTERN**

Intern: _____

Work Period: _____ (Please note timeframe this evaluation covers.)

Internship Site: _____

Internship Supervisor: _____

Check the appropriate rating	Additional Comments
<p>RELATIONS WITH OTHERS</p> <p>_____ Exceptionally well accepted</p> <p>_____ Works well with others</p> <p>_____ Gets along satisfactorily</p> <p>_____ Difficulty working with others</p> <p>_____ Works very poorly with others</p>	
<p>JUDGMENT</p> <p>_____ Exceptionally mature</p> <p>_____ Above average in making decisions</p> <p>_____ Usually makes the right decision</p> <p>_____ Often uses poor judgment</p> <p>_____ Consistently uses bad judgment</p>	
<p>ABILITY TO LEARN</p> <p>_____ Learns very quickly</p> <p>_____ Learns rapidly</p> <p>_____ Average in learning</p> <p>_____ Rather slow to learn</p> <p>_____ Very slow to learn</p>	
<p>ATTITUDE APPLICATION TO WORK</p> <p>_____ Outstanding in enthusiasm</p> <p>_____ Very interested and industrious</p> <p>_____ Average in diligence and interest</p> <p>_____ Somewhat indifferent</p> <p>_____ Definitely not interested</p>	
<p>DEPENDABILITY</p> <p>_____ Completely dependable</p> <p>_____ Above average in dependability</p> <p>_____ Usually dependable</p> <p>_____ Sometimes neglectful or careless</p> <p>_____ Unreliable</p>	
<p>QUALITY OF WORK</p> <p>_____ Excellent</p> <p>_____ Very good</p> <p>_____ Average</p> <p>_____ Below average</p> <p>_____ Very poor</p>	
<p>OVERALL RATING</p> <p>_____ Excellent</p> <p>_____ Very good</p> <p>_____ Average</p> <p>_____ Marginal</p>	
<p>ATTENDANCE</p> <p>_____ Regular</p> <p>_____ Irregular</p>	
<p>PUNCTUALITY</p> <p>_____ Regular</p> <p>_____ Irregular</p>	

(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:

	ALWAYS				NEVER
1. Are there ample opportunities for learning?	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.

<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Excellent</i>
1	2	3
4	5	

		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.

Needs Improvement 1 2 *Satisfactory* 3 4 *Excellent* 5

TASK	RATING	COMMENTS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

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

**SMSU PSYCHOLOGY PROGRAM
STUDENT EVALUATION FORM
FOR INTERNSHIP EXPERIENCE**

Name (optional): _____

Site of Internship (optional): _____

Fall / Spring/Summer 20__(circle one)

GENERAL INFORMATION

1. Academic Classification ___ Fr ___ So ___ Jr ___ Sr
2. Age _____
3. Predominant cultural/ethnic background (optional)
 - Hispanic African American, not Hispanic Asian American or Pacific Islander White, not Hispanic American Indian or Alaska Native
4. Major(s) _____
5. Have you had an internship before? _____ yes _____ no
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 5

	NOT AT ALL				A GREAT DEAL
1. How much did you learn from working at your site?	1	2	3	4	5
2. Do you think you made a significant contribution to your community?	1	2	3	4	5
3. Did your experience increase your level of commitment to “get involved” in your community?	1	2	3	4	5
4. How well did this course enable you to integrate your classroom learning	1	2	3	4	5
5. To what extent did your assigned tasks facilitate your internship contract objectives?	1	2	3	4	5
6. Did your internship experience have any effect on the following?					
_____ improved relationships with the faculty	1	2	3	4	5
_____ increased desire to stay in college	1	2	3	4	5
_____ heightened self confidence					
_____ heightened insight into personal strengths and weaknesses	1	2	3	4	5
_____ enhanced ability to work and learn independently	1	2	3	4	5

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 Please circle choice 5				
		NOT AT ALL			A GREAT DEAL	
1.	How challenging was your work?	1	2	3	4	5
2.	Were your tasks / assignments clear?	1	2	3	4	5
3.	Were your tasks / assignments interesting?	1	2	3	4	5
4.	Were persons at your site helpful?	1	2	3	4	5
5.	Were you given adequate orientation / training?	1	2	3	4	5
6.	Did your site provide you with enough work?	1	2	3	4	5
7.	How relevant was your classroom learning to your internship placement?	1	2	3	4	5
8.	Please rate your experience with the following:					
		NEGATIVE			POSITIVE	
	1 2 3 4 5					
	1 2 3 4 5	Supervision				
	1 2 3 4 5	Acceptance and support				
	1 2 3 4 5	Recognition of your efforts				
	1 2 3 4 5	Work environment				
		NO		SOMEWHAT		YES
9.	Did your program fulfill your initial expectations?	1	2	3	4	5
10.	Are you thinking of continuing to work at this site, or engage in any other internship?	1	2	3	4	5
11.	Would you recommend to your friends that they take an internship course?	1	2	3	4	5
12.	Can you think of any suggestions as to how your site can improve the experience for future internship students? _____					

PERFORMANCE OF THE INTERNSHIP FACULTY SUPERVISOR

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