

**Southwest Minnesota State University
Psychology Program**

INTERNSHIP HANDBOOK

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

(Spring 2019)

**Advanced Applied Psychology Syllabus
Spring 2019**

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.

M. F. Sweitzer & M. King (2015). *The successful internship: Personal, professional and civic development in experiential learning*. Boston, MA: Cengage.

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 seminar period (60 points total) Soul of a Citizen (Chps 1-8) The Successful Internship (TBA)
Journals	Due on March 17 and end the last week of the semester (100 pts)
Site Supervisor Mid- Semester Evaluation of Intern	Due March 17 and last week of the semester (10 points)
Student Mid-Semester Evaluation of Site	Due March 17 (10 points)
Final Integration Paper	Due last week of semester– Finals Week on Thursday at the latest. (100 points)
Portfolio	Due last week of semester– Finals Week on Thursday at the latest. (100 points)

Spring 2019

Time Log (Signed by Site Supervisor)

Due last week of semester— **Finals Week on Thursday at the latest.** (100 points)

Final Supervisor Evaluation

Due last week of semester— **Finals Week on Thursday at the latest.** (100 points)

CLASS MEETING TIMES AND READING ASSIGNMENTS

GROUP A	CLASS DATE AND READING ASSIGNMENTS		GROUP B
JANUARY 15, 2019 OVERVIEW			
LOEB <i>SOUL OF A CITIZEN</i>		SWIETZER & KING <i>THE SUCCESSFUL INTERNSHIP</i>	
JAN 22 (GRP A)	INTRO/CHP 1	CHPS 1 & 2	JAN 29 (GRP B)
FEB 5	CHP 2	CHPS 3 & 4	FEB 12
FEB 19	CHPS 3 & 4	-----	FEB 26
MARCH 5	CHP 5	CHPS 4 & 6	MARCH 19
MARCH 26	CHP 6	CHPS 7 & 8	APRIL 2
APRIL 9	CHP 7	CHPS 9 & 10	APRIL 16
APRIL 23	CHP 8	CHPS 11 & 12	APRIL 30
FINALS WEEK – MAY 6 - 9			

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.

<u>Criteria</u>	<u>Points</u>
 A. Assessment of Performance at Internship Site	
- Final Supervisor Evaluation	270
- Site Supervisor Mid-semester Evaluation of Intern	10
- Student Mid-semester Evaluation of Internship Site	10
- Fulfillment of time commitment (time log) – 125 hours	170
	460
 B. Assessment of Integration of Internship Experience	
- Attend Weekly Seminars	60
- Notes on text readings	180
- Journal Entries	100
- Final Integration Paper	100
- Portfolio	100
	540
TOTAL =	1000 points

- A = 900 - 1000 pts 90-100%
- B = 800 – 899 pts 80-89 %
- C = 700 - 799 pts 70-79 %
- D = 600 – 699 pts. 60-69 %
- E = Below 600 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 insure fulfillment of internship requirements, the journal will not be retained by the Psychology Program and its contents will be kept confidential.

TEXT READINGS AND 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. Notes on required readings are due at the start of each seminar/class meeting time.

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 complete, 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-optional)

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)

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

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.

<u>Criteria</u>	<u>Points</u>
 A. Assessment of Performance at Internship Site	
- Final Supervisor Evaluation	270
- Site Supervisor Mid-semester Evaluation of Intern	10
- Student Mid-semester Evaluation of Internship Site	10
- Fulfillment of time commitment (time log) – 125 hours	170
	460
 B. Assessment of Integration of Internship Experience	
- Attend Weekly Seminars	60
- Notes on text readings	180
- Journal Entries	100
- Final Integration Paper	100
- Portfolio	100
	540
TOTAL =	1000 points

- A = 900 - 1000 pts 90-100%
- B = 800 – 899 pts 80-89 %
- C = 700 - 799 pts 70-79 %
- D = 600 – 699 pts. 60-69 %
- E = Below 600 pts.

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

Intern: _____ Work

Period: _____

Internship Site: _____

Internship Supervisor: _____

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

(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.

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

**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, not Hispanic Asian American or Pacific Islander White, not Hispanic American Indian or 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 5

	NOT AT ALL			A GREAT DEAL	
	1	2	3	4	5
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

Spring 2019

- | | | | | | |
|--|---|---|---|---|---|
| <input type="checkbox"/> heightened self confidence | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> heightened insight into personal strengths and weaknesses | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> 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)
- | | | | | | |
|---|---|---|---|---|---|
| <input type="checkbox"/> Confirmed your plans | 1 | 2 | 3 | 4 | 5 |
| <input type="checkbox"/> Decided to change career plans | | | | | |
| <input type="checkbox"/> Made you question your previous choice | | | | | |
| <input type="checkbox"/> 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

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	2	3	4	5
1. Did you get enough information and assistance from the Internship Faculty Supervisor?					
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 your site was appropriate for your needs and abilities? If not, explain. _____	1	2	3	4	5
<hr/>					
5. Were the written materials you were given clear and understandable? What would you add to them or change? _____		1	2	3	4 5
<hr/>					

