

Psychology Internship Document

1. Objectives of the Internship Program: To provide Psychology majors with the opportunity to experience and observe applied Psychology in a participatory and supervised setting.

2. Responsibilities of the Student Intern, the Faculty Internship Advisor, and Site Supervisor:

Student Intern: Successfully arrange and apply for Internship, complete Background Study Form and the Release of Student Background Study Information Form (and return to Faculty Advisor), complete Internship Agreement, submit all evaluation materials at mid-term and at the end of the semester.

Faculty Internship Advisor: To inform student of internship opportunities, requirements, and deadlines. To interact with Site Supervisor in regard to both intern responsibilities on site and intern evaluation. To facilitate student internship experience.

Site Supervisor: To define and directly supervise intern activities. To complete evaluation materials, and forward to Intern and Faculty Internship Advisor in a timely manner. To proactively communicate to Intern or Faculty Internship Advisor concern about performance or professionalism.

3. Departmental Procedures for Approving Internships: Application to Faculty Academic Advisor who will stipulate that the student has achieved a minimum 2.50 GPA, is enrolled as at least a Junior, and who then provides an "Advisor's endorsement." The Department will also insure that the student completes the required Background Study Form, supplies the required Authorization for the Release of Student Background Study Information, and submits these documents to the Affirmative Action Office.
4. Means of Reporting Results or Accomplishments of Internship: Completion of time sheets and work record submitted to Faculty Internship Advisor. Completion of Goal Attainment Assessment submitted to Faculty Internship Advisor.
5. Methods of Assessment: Goal Attainment Assessment, as well as mid-term and final evaluations submitted by Site Supervisor.
6. Expectations and Procedures for Monitoring Internship Achievements: Submission of time sheets and Goal Attainment Scaling record. Weekly supervision by Site Supervisor. Mid-term and final evaluation by Site Supervisor.
7. Departmental practice on Faculty Workload, if any: None.
8. Departmental policy in Internship Compensation: Students may or may not be compensated financially when enrolled for Internship credit. Compensation is acceptable if arranged by Intern.
9. Name of Designated Department Internship Coordinator: Richard Kolotkin.

Student/Faculty Internship Checklist

Student: _____ Dragon ID#: _____ Date: _____

Please indicate the **date** that each requirement was completed.

To be completed by the Academic Advisor:

_____ Junior standing

_____ 2.5 GPA or greater

_____ Complete Background Study Form and Authorization for the Release of Student Background Study Information (completed by student and sent by faculty advisor to Affirmative Action Office)

_____ Academic Advisor Endorsement _____ Initials

After completion of above, student will transfer this form to the Faculty Internship Advisor

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To be completed by the Faculty Internship Advisor:

_____ Psychology Department Internship Agreement form completed

_____ Goal attainment

_____ First week

_____ End of semester

_____ Midterm Evaluation Form

_____ Midterm Time Record Sheet

_____ End of Semester Time Record Sheet

_____ Final Evaluation Form

**PSYCHOLOGY DEPARTMENT INTERNSHIP AGREEMENT
MINNESOTA STATE UNIVERSITY MOORHEAD**

Note: All students enrolling for Internship credit must have applied for, and been approved for, this credit prior to completing this agreement. Application should be made to the Faculty Advisor, who must sign the Internship Application Form to approve Internship credit.

Name _____ Dragon ID# _____

Student's residence during Internship _____

(City) (State) (Zip) Phone # _____ email _____

INTERNSHIP INFORMATION

SITE
NAME: _____

ADDRESS: _____

PHONE: _____ DATES OF INTERNSHIP: BEGIN _____ END _____

SUPERVISOR: _____ TIME ON SITE: _____

PROPOSED ACTIVITIES (specify anticipated tasks):

- 1) Interaction with others (e.g., clients, office staff, other agencies):

- 2) Psychology Research and Writing:

- 3) Other Specific Tasks (e.g., drafting documents, working with files, special projects):

CREDIT HOURS: 40 hours of internship per semester credit. _____ credits

SUPERVISOR INFORMATION

By signing this form, the supervisor stipulates that he/she:

1. Holds a bachelors degree or higher.
2. Works in a supervisory position at the Internship site.
3. Will help the student develop and evaluate Internship goals.
4. Will provide weekly supervision with the student and evaluate student performance

EVALUATION PROCEDURE

By signing this form, the student acknowledges responsibility for distributing and submitting all forms as follows:

1. The Intern will complete the Goal Attainment Scaling Form within the first week of the Internship as per instructions provided in the Internship packet.
2. The Goal Attainment Scaling Form will be completed and submitted in final form by the last day of class to the Faculty Internship Advisor.

3. The student will secure from the Intern site supervisor a written evaluation at midterm and end of the semester on forms provided by the Psychology Department, and will submit this to the Faculty Internship Advisor by the last day of class.
4. The Intern will submit a time sheet record of their Internship to the Faculty Internship Advisor by the last day of class.

AGREEMENT SIGNATURES:

Student: _____ Phone: _____ e-mail: _____ Date: _____

Supervisor: _____ Phone: _____ e-mail: _____ Date: _____

Faculty Internship Advisor Responsibilities

1. Faculty Academic Advisor determines whether student is eligible for an internship. The student must have Junior standing and a 2.5 GPA.
2. Student must complete a Background Check. Background Check forms are available in the main Psychology office. When student completes the Background Check form, the faculty advisor should send the form to Affirmative Action.
3. Once student is deemed eligible and gets an internship, the Faculty Internship Advisor is responsible for collecting materials that are required for the internship. A Student/Faculty Internship Checklist is provided for faculty that provides all requirements.
4. Faculty Internship Advisor ensures that students submit the materials required for the internship. Students will turn in materials to the faculty advisor, who will check them off the internship checklist.
5. Faculty Internship Advisor should evaluate the materials to ensure that they are completed. This requires collecting a Midterm Evaluation Form and Final Evaluation Form and the Goal Attainment Worksheet during the first week of the internship and a second at the end of the semester.
6. The Faculty Internship Advisor gives the student a final grade for the internship.

Internship Requirements Step-By-Step

An internship is an opportunity to gain hands-on experience by working at an internship site in some capacity which uses a student's training in psychology. Students pursue internships consistent with their own interests in a variety of settings. These may include youth outreach, juvenile and adult corrections, elder services, halfway house and shelter work, vocational rehabilitation and personnel work.

All students interested in doing an internship must complete specific requirements, described below. All forms required are available in the Psychology Department.

1. **Eligibility for an internship:** You must have Junior standing, a 2.5 GPA or greater, and a background check. Background check forms are available in the Psychology Office. Your psychology faculty advisor must sign off on an Internship Eligibility Checklist that certifies that you have met these requirements.
2. **Finding an internship:** There are numerous exciting possibilities and you are encouraged to explore those that may give you important experiences in areas that are of specific interest to you. Contact the site of interest and negotiate a position and activities.
3. **Supervision:** Your supervisor must be someone with at least a Bachelor's Degree who is in a supervisory position at the site and who will evaluate your performance. This person must be willing to supervise you throughout your internship experience, which means help you determine and evaluate goals, meet with you weekly, and provide feedback to the Psychology Department on your performance.
4. **Hours and Credit:** The number of hours you spend at your internship will determine the number of credits you will register for. The general rule is one credit hour for forty hours spent a semester at the internship site. (During the summer 35 – 40 hours per week for 12 weeks will receive 12 credits.) Don't forget to register so that you get credit. You can register for a maximum of 12 internship credits during your college career. Internship credit can count toward up to 9 credits of electives, but not all 12 will count toward the major (however, they will count toward degree completion).
5. **Agreement form:** Once you have acquired your internship site, supervisor, and number of hours you will spend on the internship, complete the Psychology Department Internship Agreement. You should sit down with your internship supervisor to complete this form. This will be placed in your student file with your advisor.
6. **Internship Goals:** Within the first week of internship, determine your "job description" and complete the goal attainment worksheet. This will help you determine what you hope to accomplish in your internship and evaluate whether you accomplished your goals. You will also complete the goal attainment evaluation by the last day of class.
7. **Evaluation:** During the midterm and at the end of the semester, your Internship Supervisor should complete an evaluation. This provides feedback on your performance. Midterm Evaluation and Final Forms are available, and must be completed by your supervisor and placed into your student file.
8. **Time records:** Students must also complete a Midterm Time Sheet and End of Semester Time Sheet, both of which must be signed by the Internship Supervisor.

9. **Grading:** All internships are graded on a Satisfactory or Not Satisfactory basis, rather than with a letter grade. The grade will be assigned by your Faculty Internship Advisor.

Summary of Internship Hours

Date	Time	Activity	Hours
Total hours			

Student Signature Midterm _____ Date _____

Site Supervisor Signature Midterm _____ Date _____

Student Signature Final _____ Date _____

Site Supervisor Signature Final _____ Date _____

Midterm Evaluation – Site Supervisor Feedback

Student Intern: _____

Organization: _____

Address: _____

Site Supervisor: _____ Phone No. _____

Please return this form, complete, to the Student Intern. Student will bring this form to the Faculty Internship Advisor.

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.

1. Please comment on the student's strengths relative to his/her accomplishment of internship duties.

2. What areas of continued learning and improvement skills would most increase the student's effectiveness in professional working environments similar to that of this internship?

3. Additional comments/observations/concerns.

Site Supervisor: _____ Date: _____

Student: _____ Date: _____

Instructions for Completion of Goal Attainment Scaling Assessment

All students enrolled for Internship will be required to complete a Goal Attainment Scaling Assessment as part of their evaluation process. This is done as follows:

1. Students, in the first week of Internship, should meet with their Internship Supervisor on site and develop four to eight concrete goals which define what the student hopes to achieve during the Internship. These goals are to be negotiated with the supervisor, and will typically be dependent upon the desires of the student, the needs of the site, and the realities of the placement. Students and supervisor should negotiate a minimum of four goals.
2. Once defined, these concrete goals should be written in terms of their importance to student learning. Weights should be assigned to these learning goals. Weights can range from 25 (most important) to 5 (least important) in 5 unit increments. During the Internship, educational emphasis might focus on goals with the highest weighting.
3. Following this, these goals should be defined in term of possible concrete outcomes, from “most favorable” to “least favorable.”
4. Once completed, students and supervisors should indicate “where the student is” in terms of these goals at the start of the Internship experience. This can be done by placing a “B” (Beginning) in the appropriate cell of each weighted goal.
5. At the end of the Internship, students and supervisors should meet and determine “where the student got to” for each goal. This can be done by placing an “E” (End) in the appropriate cell of each weighted goal. Please see attached example to clarify steps 1-4.
6. At the end of the semester, students should give the completed Goal Attainment Scaling Form, signed by both student and supervisor, to their Faculty Internship Advisor so that it can be included in the evaluation procedure. The deadline for this will be the last day of classes.

Goal Attainment Scaling Form

GOALS	Weight=	Weight=	Weight=	Weight=
LEVELS OF ATTAINMENT				
Worst possible outcome				
Less than favorable outcome				
Favorable outcome				
Best possible outcome				

Student Signature

Site Supervisor Signature

Faculty Internship Supervisor
Signature

Final Evaluation- Site Supervisor Feedback

Student Intern _____
 Organization _____
 Address _____
 Site Supervisor _____ Phone Number _____

Please forward this form, completed, to _____ (Faculty Internship Advisor) at the following address:

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 complete this form, share the results with your intern, and mail to the Faculty Internship Coordinator listed.

Please circle the number on the scale which best describes the intern's performance.

Personal Qualities

<i>Appearance</i>	Unsuitable					Neat
	1	2	3	4		5
<i>Attitude</i>	Uninterested					Enthusiastic
	1	2	3	4		5
<i>Cooperation</i>	Uncooperative					Cooperative
	1	2	3	4		5

Work Habits

<i>Organization</i>	Disorganized					Organized
	1	2	3	4		5
<i>Ability to learn</i>	Slow to learn					Learns quickly
	1	2	3	4		5
<i>Initiative</i>	Needs monitoring					Able to work alone
	1	2	3	4		5
<i>Judgement</i>	Poor					Insightful
	1	2	3	4		5
<i>Responsibility</i>	Neglectful					Dependable
	1	2	3	4		5

