Student Internship Handbook

SBS 4033 & SBS 4043
Community Counseling, Environmental Studies,
Psychology and Sociology

Internship Program Coordinators

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Introduction

An internship in Social and Behavioral Sciences provides you an opportunity to experience the type of work and settings your degree may lead you to pursue. Two internships are required of every student pursuing a degree in Psychology, Sociology or Community Counseling. Each experience is to be completed in one semester; internship courses are provided in the fall, spring and summer semesters.

There are many rewards to an internship experience. Students will gain insight and working knowledge of the application of theories and skills learned in class. Many students report they have validation for their career paths through this experience while some realize they are better suited for other work. Either way, it is a valuable experience. Strive to do your very best as this internship will most likely be your most relevant experience to positions you seek at graduation and will have prominent placement on your resume. If you’re thinking of graduate school, an internship may serve to sway the selection/admission committee your direction in knowing you did more than “just” make good grades.

Goals

Each student will develop individual goals and objectives with their site supervisor. Your higher-level goals are those you will gain through an internship experience that aid you in the understanding of long-range achievements and include the following:

- Discovering how your talents, personality, and approach to work will play an important role in your career path
- Experiencing the perception of yourself as a “soon to be graduate” or up and coming professional in human services work and within the community
- Discovering first-hand the rewards your potential career path offers
- Developing connections leading to post-graduate employment and career success
- Experiencing professional consequences that lack of professionalism, procrastination, and poor performance can have on career opportunities

Paid versus Unpaid Opportunities

Federal law dictates whether certain organizations may or may not pay student interns. Keep these rules in mind when searching for your host site:

- Non-profit agencies are not required to pay their interns as long as they are receiving college credit for the experience (hospitals, most community agencies, philanthropic agencies, etc.).
- For-profit businesses must pay interns at least minimum wage for the work done regardless of college credit standing.
- International students completing internships may need a work authorization even if they are not being paid for their time depending on the type of business or work done; be sure to check your student visa guidelines before agreeing to any internship.
- Regardless of the opportunity being paid or unpaid, RSU does NOT provide any type of insurance for interns; as a paid intern you should receive the same workers’ compensation insurance as every other employee; as an unpaid intern you are not entitled to this coverage: Check with your site supervisor to find out the details.
Student Responsibilities

Successfully completing an internship isn’t easy, it takes hard work. Your instructors are experts in preparing you to meet a variety of goals during this experience. This includes, but is not limited, to the following:

- Finding an internship site: All sites must be preapproved by the Internship Committee via your instructor. An “Internship Approval Form” is located in this handbook and must be submitted for site approval. **Work should not begin prior to approval**; obstacles to approval may include:
  - The site is a student’s current or past place of employment
  - The site requires certain training or activities associated with religion
  - Site affiliation with any political organization or party
  - Lack of adherence to EEOC principles of nondiscriminatory behavior/practices
  - Inability of the site to designate a supervisor that is willing to actively participate in the process through guidance, goal achievement, and evaluation
  - The site does not offer services congruent to your career/plan of study goals

- Reports will be submitted promptly and as requested: There are many forms to complete during this process as well as record/journal of your work on site; remember, you are a representative of your program, instructors, and RSU; paperwork is a necessary part of all work.

- Some sites may require students to purchase malpractice insurance. While this is inexpensive it may be a deal breaker for some. Ask your site supervisor if this is required.

- Complete all assignments prior to or by the stated deadlines: Class assignments are relevant to your finding and completing an internship; take them seriously.

- A final reflection report including a presentation is required of all students: This is a thoughtful critique of your performance, the experience in general and future recommendations.

- Plan ahead for the added work hours to their schedules; skipping other courses to complete internship hours is not acceptable.

- Maintain an appropriate level of professionalism on site and avoid dual relationships.

- Make a graceful exit through planning by letting clients and coworkers know when your internship is over and meet with your supervisor to finish forms/paperwork and review your performance.

Course Overviews

<table>
<thead>
<tr>
<th>Internship I</th>
<th>Internship II</th>
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<tbody>
<tr>
<td>Career Assessment</td>
<td>Conflict Resolution</td>
</tr>
<tr>
<td>Resume Preparation</td>
<td>Strengths Assessment</td>
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<tr>
<td>Career Correspondence</td>
<td>Market Value/Negotiation</td>
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<tr>
<td>Search Strategies</td>
<td>Post-Graduation Plans</td>
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<tr>
<td>Goals/Objectives</td>
<td>Mock Interviews</td>
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<tr>
<td>Professionalism</td>
<td>Accepting/Rejecting Offers</td>
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<tr>
<td>Presentation Preparation</td>
<td>Online Presence</td>
</tr>
</tbody>
</table>
*Site secured by week 5 (Spring, Fall) | *Site secured by week 4 (Spring, Fall)
These classes build on each other and prepare you to search for, secure, and be successful at graduate school admission or a position within your chosen career field at graduation. It is not necessary that the experiences fall one semester after the other; however, Internship I precedes Internship II. It is not uncommon for students to complete both internships at the same site. With permission, this is sometimes allowed. However, internship goals for the second semester must be different from the goals that were already met and illustrate your growth in the field. In short, you have to add something new to the experience. Discuss this with your Internship instructor before solidifying your plans.

Instructor/Coordinator Responsibilities

Your internship instructors/coordinators are invested in and put their energy toward you having a meaningful experience. The following list provides instructor tasks you may not be aware of:

- Implementing policies and standards of performance by the department as well as the University
- Distributing/making available all necessary forms and agreements between the school, student, and site
- Reviewing agreements for appropriate level/type of work expected at site; approving goals and objectives for the experience
- Designing and implementing assignments to increase likelihood of selection and post graduate employment
- Contacting internship sites for check points on student achievement and work completed; includes site visits as possible
- Reviewing assignments, site supervisor evaluations, and other documents/statements to establish a final grade for each student

Site Responsibilities

Your internship site will provide, at minimum, the following:

- Agreement to student placement with designated site supervisor
- Establish goals/objectives based on agency need and student skills and abilities
- Provide professional educational experience coordinating with the agency mission
- Maintain communication with intern and discuss evaluation of performance
- Provide a final evaluation of student performance utilizing the appropriate provided form
Internship Approval Request Form

Your Name: _________________________________________________________

Proposed Internship Site: _______________________________________________

Type of Organization   ___ Government   ___ Non-Profit

___ For Profit     ___ Other

Location:  _________________________________________

Website:  _________________________________________

Name of Supervisor: _________________________________________

Contact Information: _________________________________________

Is this a ____ paid or ____ unpaid opportunity?

What is your major and minor?  _______________________________________

Location of prior internships:     _______________________________________

How will your work at this site relate to your major and career path?

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

Submit this form to your internship instructor before proceeding further.
Site – Student Internship Agreement

The purpose of this internship is to provide a productive and beneficial experience for both the RSU student and the institution/agency agreeing to accommodate the internship student. This internship arrangement may be terminated at any time by the site supervisor, internship coordinator, or student.

Student Qualifications and Responsibilities

- Be enrolled in an Internship Course (SBS 4033 or SBS 4043) at RSU
- Complete 60 documented hours of internship experience
- Develop and maintain a set work schedule according to agency need
- Be responsible for all travel to and from site
- Inform the site supervisor immediately if unable to attend set work hours
- Fulfill all duties and responsibilities assigned by the site supervisor in a professional and ethical manner
- Comply with all policies, rules, instructions, procedures, directions and regulations of the site
- Maintain confidentiality to the strictest standards as appropriate to the agency
- Refrain from any conduct that might adversely reflect on the site or University
- Observe all rules of safety in the performance of duties

Site Responsibilities

- Provide evaluation of student performance including, but not limited to: Professionalism, initiative, interaction with staff and clients, skills development, etc.
- Complete requested forms/evaluations in a timely manner
- Share/discuss issues of performance with internship coordinator/instructor
- Provide training as appropriate for completion of internship tasks
- Assist student in development of goals/objectives for learning as appropriate to site and scope of work
- Provide a safe work environment

Your signature below indicates your understanding and agreement to these terms.

_________________________________________
Student Signature

_________________________________________
Supervisor Signature

________________________
Date

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Ethical Guidelines for Internship

Interns are expected to adhere to certain guidelines for ethical and responsible conduct. This is necessary for the benefit and protection of the interns, clients, agencies, instructors, supervisors and RSU in general. Interns are expected to abide by the code of conduct of the particular site (e.g. APA, NASW, ACA, etc.) as well as those in their field of study. If, at any time, interns have questions about ethics or responsible conduct, they should contact their site supervisor or course instructor. At minimum, the following guidelines apply:

- **Confidentiality**: The identity of clients, or information that would reveal the identity of clients cannot be revealed without the specific permission of the client and the agency. The only exception to this are cases in which the client may be a danger to themselves or in the case of child abuse. In such situations, the intern should follow the agency policy. Case materials discussed in class must be presented in a way to maintain confidentiality.

- **Recognition of qualifications and limitations**: Interns must recognize the limitations to their training and abilities and must not exceed these in working with clients. If a situation presents that is beyond the training/scope of the internship, the intern should immediately seek assistance from their site supervisor or instructor.

- **Identification as interns**: Interns will identify themselves as interns to clients in the agency, in reports, and in other professional activities. They will not misrepresent their training, qualifications, or status. Interns will consider their limited time in internship and consider this in working with clients of the host agency.

- **Record keeping**: Interns will accurately and reliably maintain written and other records as required by the agency and/or instructor.

- **Dual relationships**: Interns will refrain from clinical work with persons with whom they already have other types of relationships. These dual relationships inhibit the effectiveness of the intervention and may jeopardize the client and the intern.

- **Prohibition of sexual conduct or harassment**: Under no circumstances will interns become involved in sexual or romantic relationships of any sort with clients of their host agency. Interns will refrain also from sexual/gender harassment and will respect the sensitivity of others regarding sexual or gender matters.

- **Self-awareness and monitoring**: Interns will monitor their own emotional and physical status and should be aware of any conditions that might adversely impact their ability to serve the clients of host agencies. If such conditions arise, interns should inform the site supervisor and instructor immediately.

- **Ethics discussion with supervisor**: Interns must discuss the ethical standard of their host agency before performing in clinical work or having client contact.

By signing this form, the intern and host agency agree to the guidelines above and have discussed agency confidentiality and ethics issues.

________________________ ___________________________ _______________
Student Signature   Supervisor Signature   Date

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Internships resulting in educational credit must be goal directed and include a measure of successful completion. Goals and activities are based on the host agency mission and need but should also consider the level of student development as well as their goals for the process. Please use this form to establish goals for the internship and appropriate forms of measurement.

<table>
<thead>
<tr>
<th>Intern Name:</th>
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<td>E-mail:</td>
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<td>Phone:</td>
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<td>Internship Site:</td>
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<td>Address:</td>
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<td>Site Supervisor:</td>
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<td>Title:</td>
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<td>E-mail:</td>
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<td>Phone:</td>
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<tr>
<td>Type/description of host agency:</td>
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<tr>
<td>Intern’s Schedule/Hours:</td>
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<td>Sunday</td>
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<td>Wednesday</td>
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**GOALS, ACTIVITIES & ASSESSMENT**

Use the chart below for your goals, activities and evaluation measures. Students should have a minimum of three goals to achieve.

<table>
<thead>
<tr>
<th>GOALS</th>
<th>ACTIVITIES</th>
<th>EVALUATION</th>
</tr>
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<tbody>
<tr>
<td>EXAMPLE</td>
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<tr>
<td>To become familiar with agency policies and procedures.</td>
<td>Read the policies and procedures manual.</td>
<td>Take a quiz over the material.</td>
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I understand that completion of these goals will be discussed during the internship and/or upon meeting the 60-hour requirement.

Intern Signature: ___________________________  Date: ___________________

Supervisor Signature: _________________________  Date: ___________________
# Internship Program Hourly Log Sheet

Name of Intern: ____________________________    Site: ______________________________________

<table>
<thead>
<tr>
<th>Month/Day</th>
<th>Starting Time</th>
<th>Ending Time</th>
<th>Daily Total Hours</th>
<th>Total Hours</th>
<th>Activity Summary</th>
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Total Hours for Semester: __________

**Note:** Do not include time spent at breaks (meals, personal errands, etc.) in total hours.

_____________________________  ______________________________
Date                                      Supervisor Signature

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