

Undergraduate Psychology Program Internship Manual

School of Behavioral Sciences and Education
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Prepared by M. Becker, September 2012; based on the version prepared by M. Becker, January 1999 and revised by M. Becker, August 2005, March 2011 and B. Bremer, September 2006, July 2007.

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INTRODUCTION

An internship involves working in a setting that provides clinical, behavioral, psychoeducational, or other professional psychological services in exchange for academic credit and training and supervision from the internship agency. Internship settings vary widely and include private and state hospitals, clinical practices, community organizations, schools, prisons, and businesses.

Internships are encouraged for all Psychology majors. As with other academic courses, students must formally register for the psychology internship course (PSYCH 495), and all other academic policies, rules, and procedures also apply.

Although interns are typically not paid, PSYCH 495 can be taken for academic credit even if students also receive financial compensation for their internship work. Students cannot, however, do their internship in a setting where they have already worked or interned unless they demonstrate to the instructor who will be serving as the Undergraduate Psychology Internship Supervisor that this will entail increased responsibilities over their previous experience.

For many students, an internship will be their first professional experience in psychology. By providing a sense of what professional services and settings are like, an internship can help you to evaluate whether psychology is an appropriate career choice. Although most graduate programs do not require internship experience for admission, some programs do, so make sure that you meet the expectations of any graduate programs to which you plan to apply.

Internships are not intended to be job pre-placements. They can, however, lead to employment opportunities at the internship site or in similar settings. Internships are

also a good source of professional references, so it is in your best interest to make a favorable impression.

CREDIT LIMITS AND TIME REQUIREMENTS

PSYCH 495 can be taken for a total of up to 18 credits, although students seldom take more than three internship credits in one setting. If you wish to complete more than three credits of PSYCH 495 at one site, you must demonstrate to the Undergraduate Psychology Internship Supervisor that you will have increased responsibilities, not just spend more time doing the same things that you would for a three-credit placement. PSYCH 495 can be repeated for as many times as desired as long as the 18-credit limit is not exceeded.

Each internship credit requires a total of 37½ hours of work with the internship agency over the course of the semester. This is equivalent to an average of 2½ hours per week over a 15-week semester per academic credit, or an average of 7½ hours per week for a three-credit placement (for a total of 112½ hours).

ORGANIZATIONAL MEETING

In order to register for PSYCH 495, you must attend an organizational meeting that will be held by the Undergraduate Psychology Internship Supervisor approximately half-way through the semester prior to when you plan to do your internship. Please check your Penn State email on a regular basis after the first month of this semester for details of when and where this meeting will occur. During this meeting, the Undergraduate Psychology Internship Supervisor will provide you with all of the information and forms that you will need to arrange for an appropriate internship placement. **This meeting is mandatory; you will not be allowed to do an internship**

if you miss it unless you have contacted the Undergraduate Psychology Internship Supervisor beforehand and have received explicit permission to do so.

Please note that the meeting time being inconvenient time for you does not qualify as a legitimate reason for not attending.

FINDING AN INTERNSHIP PLACEMENT

It is your responsibility to arrange for an appropriate internship placement in consultation with the Undergraduate Psychology Internship Supervisor. To assist you, a list of approved undergraduate internship sites is presented in Appendix A. Contact persons are noted, where available. However, because agency staff often change, the current contact for a setting might be different than that listed. Arrangements can also be made to complete your internship at a site that is not included in Appendix A as long as the site provides experience in some area of psychology and agrees to the internship policies discussed below.

Whatever setting you choose, it should be something that interests you. Personal contacts, lists of human service agencies from the telephone book and elsewhere, Psychology faculty, and other students are all good sources of information about possible internship sites. Because it is often helpful to know about other students' internship experiences at a particular site, a compilation of student evaluations of internship placements is available in the Psychology office. Of course, students' experiences and perceptions might vary. Nevertheless, this can be a valuable resource for narrowing your placement options.

Make sure that you are familiar with the information in this manual before you begin contacting potential internship sites. When you do contact an agency, explain that

you are an undergraduate psychology major who is seeking an internship placement and ask to speak with the person who coordinates the site's internships. When you talk with this individual, make sure that you explain both your personal goals and the internship policies discussed below.

If the agency has internship placements available and the internship coordinator thinks that you are a good fit for the site, he or she will provide you with the contact information for the individual who will actually be directing you throughout your internship. This individual will serve as your Site Supervisor and will ideally be a Ph.D.- or Psy.D.-level psychologist. However, supervision by a psychiatrist or an appropriate master's-level professional is also acceptable.

When you contact this individual to introduce yourself, make sure that you schedule a meeting to discuss the details of your internship responsibilities, your work schedule, etc. and to assess how comfortable you think you would feel working with this person. When you meet, make sure to bring along a copy of a resume that describes your skills and accomplishments, to dress appropriately, and to act in a professional manner. In many ways, interviews for internship placements are like job interviews, and the same strategies and cautions apply.

All internship placements and all Site Supervisors must be approved by the Undergraduate Psychology Internship Supervisor. Thus, it is imperative that you consult with this individual throughout the process of finding an internship placement.

REQUIRED DOCUMENTATION

Required Forms

In order to register for the internship course, you must submit the original *PSYCH 495 Approval to Register Form* from Appendix A to the Undergraduate Psychology Internship Supervisor at least 6 weeks before the start of the semester when you plan to do your internship. Make sure that this form is completely filled out and that it is signed by both you and your Site Supervisor. If the Undergraduate Psychology Internship Supervisor thinks that your proposed internship likely meets all of the relevant requirements, he or she will grant you permission to register for PSYCH 495.

However, final approval of your internship placement requires that you submit the originals of the *PSYCH 495 Specific Internship Responsibilities Agreement* and the *PSYCH 495 General Internship Responsibilities Agreement* from Appendices C and D, respectively, to the Undergraduate Psychology Internship Supervisor at least 4 weeks before the start of the semester when you plan to do your internship. Again, make sure that these forms are completely filled out and that they are signed by both you and your Site Supervisor.

No internship work can begin until you have provided the Undergraduate Psychology Internship Supervisor with each of the above forms and this individual has signed off on them. Make sure to also keep copies of these forms for your records and to provide copies for the Site Supervisor.

If you will be working with children, your internship agency will also require you to obtain a child abuse history clearance and one or more criminal record checks. Make

sure to keep copies of these forms for your records and to also provide copies for both the Undergraduate Psychology Internship Supervisor and the Site Supervisor.

Liability Insurance

Professional liability insurance is required of all interns, and you must provide the Undergraduate Psychology Internship Supervisor with documentation of coverage in the form of a copy of the face sheet of your policy before you will be allowed to begin your internship work. This insurance is available through many private carriers, but most students choose to obtain it through the American Psychological Association (APA) Insurance Trust. This agency is affiliated with APA and requires that students become Student Affiliates of APA prior to or concurrent with applying for their insurance, which costs approximately \$17 to \$35 for \$200,000 to \$3,000,000 of one-year coverage.

Applications for APA Student Affiliate status can be obtained from APA at (800)374-2721 or membership@apa.org, and carries a fee of approximately \$30. Insurance information and applications are available through the APA Insurance Trust at (877)637-9000 or www.apait.org. To ensure coverage by the start of your internship, your applications to both APA and the APA Insurance Trust should be submitted at least 4 weeks before the start of the semester when you plan to do your internship.

INTERNSHIP POLICIES

Intern Responsibilities

Interns are expected to provide high-quality services to the best of their ability and to conduct themselves in a professional manner. An important aspect of professional behavior that is often overlooked by students is dress. In general, a neat

and professional appearance is recommended. A good rule of thumb is to dress in a manner similar to one's coworkers or immediate supervisor. If in doubt (such as when performing outreach rather than facility-based work), make sure to inquire about appropriate attire.

It is imperative that you arrive on time for your scheduled hours and that you not leave for the day until you are granted permission to do so. If you anticipate a need to rearrange your schedule, make sure that you clear this with your Site Supervisor in a timely manner.

Also make sure that you familiarize yourself with all relevant agency policies and procedures and with the background and treatment plan for all clients with whom you will be working, and that you consult with the Site Supervisor about the nature of your responsibilities at the start of the placement and at appropriate points throughout the semester. **Neglecting to meet your assigned responsibilities is cause for the internship to be immediately terminated and for you to receive a failing grade for PSYCH 495.**

You should carefully think through and systematically plan any tasks that you are asked to perform. When doing so, make sure to both consider the formal knowledge that you have acquired from course work and to seek input from the site staff. As needed, refer to the relevant professional literature, study any specialized materials that might be available at the internship site, and/or seek appropriate training from your Site Supervisor.

Interns must adhere to the APA's *Ethical Principles of Psychologists and Code of Conduct* (2003), as well as to any ethical regulations specific to the internship site.

Make sure that you familiarize yourself with these, as ignorance is no excuse for professional misconduct. Copies of the APA principles can be downloaded from www.apa.org/ethics/code/index.aspx.

Several ethical issues are so basic that they warrant mention: The guiding principle behind any decisions or behavior should always be the well-being and welfare of the client. It is also crucial that interns ensure the confidentiality of all client information and records. Thus, no personal (e.g., name or background) or clinical (e.g., diagnosis or treatment plan) information of any type can be released without a client's written consent. Lastly, dual relationships with clients (i.e., dating, friendships, or similar intimacies) must be avoided.

Violation of these or other ethical principles can lead to legal action against you. Thus, make sure that you review any site-specific regulations with the Site Supervisor. If any significant ethical questions arise, immediately consult with both the Site Supervisor and the Undergraduate Psychology Internship Supervisor.

Agency Responsibilities

The internship agency is responsible for providing the intern with experience in some area of psychology. **All internship work must be directly or indirectly supervised by the Site Supervisor, and this individual must also provide the intern with at least 2½ hours of face-to-face supervision over the course of the semester for every credit hour of the internship.** This is equivalent to a minimum of 7½ hours per semester, or one hour every 2 weeks over a 15-week semester, for a 3-credit internship. As warranted, additional consultation should also be provided in a

timely manner. Although small-group supervision is acceptable for face-to-face supervision, individual supervision is preferred.

In addition, the Site Supervisor is expected to complete mid-semester and final intern evaluation forms and to return these to the Undergraduate Psychology Internship Supervisor by the due dates. The student is responsible for providing stamped, addressed envelopes for this purpose. The required forms can be found in Appendices E and F.

Joint Responsibilities

The intern and the Site Supervisor should jointly determine a mutually agreeable schedule for completing the required internship hours. Both parties also bear responsibility for ensuring that the intern is familiar with all relevant agency policies, procedures, and regulations and for communicating any problems or concerns to one another and to the Undergraduate Psychology Internship Supervisor in a timely manner.

ACADEMIC REQUIREMENTS AND EVALUATION

The Undergraduate Psychology Internship Supervisor will provide you with a course syllabus. As with any other course, this will stipulate meeting times, course requirements, due dates, grading criteria, and the like. Although the specifics will differ depending on the Undergraduate Psychology Internship Supervisor, some common academic internship requirements are discussed below. Be sure to verify the specific expectations and methods of evaluation for your section of PSYCH 495 at the start of the semester.

Meetings

Interns are expected to attend and to be prepared for any scheduled group or individual meetings. These will be used to review ethical principles, professional standards, course expectations, progress in the placement, etc. As with other classes, internship meetings will be held on campus unless you are explicitly informed otherwise.

Written Work

All assigned written work must be completed as scheduled or any penalties noted in the course syllabus will be imposed. All interns must document their internship progress in an internship log, which typically includes daily descriptions of internship activities and daily and cumulative records of internship hours and hours of supervision. Additional written work might include updated lists of internship goals, your impressions of the internship experience, etc.

Grading

Although the specific nature and weighting of evaluation criteria will differ depending on the Undergraduate Psychology Internship Supervisor, mid-semester and final evaluations of your performance by the Site Supervisor will contribute heavily to your PSYCH 495 grade. Mid-semester evaluations also alert you to any changes that you should make to be more effective in your work. In addition, the Undergraduate Psychology Internship Supervisor will visit you at your internship site approximately half-way through the semester so that he or she can evaluate the quality of your work directly.

The Undergraduate Psychology Internship Supervisor might also consider other factors (e.g., attendance at meetings, completeness and clarity of internship logs,

quality of any additional written work or class presentations) when assigning internship grades. Neglecting to meet your scheduled times and responsibilities at the internship site is cause for the internship to be immediately terminated and for you to fail the course.

Evaluation of Internship Placement

You will not be assigned a grade for PSYCH 495 until you have completed and returned a *Student Evaluation of Internship Placement* form from Appendix G to the Undergraduate Psychology Internship Supervisor. So that you can give the most informed evaluation possible, this should not be done until you have completed all of your work with the internship agency. Your evaluation will be added to those of other interns and made available to future internship students as an aid for selecting their placement sites.

APPENDIX A

Approved Undergraduate Internship Sites

Agency Name/Address	Contact Person	Phone #	Comments
Acadia 1861 William Penn Way Lancaster, PA 17601	Dr. Robert Stein	394-4070	
Adams-Hanover Counseling Services, Inc 625 W. Elm Avenue Hanover, PA 17331	Dr. Paul Mazeroff	632-4900, ext. 1413	
Bell Socialization Services 160 South George Street York, PA 17401	Tony Switzer	848-5767	
Carlisle Area School District 1 W. Penn Street Carlisle, PA 17013	Gary Worley	240-6800	
Catholic Charities 806C S. 29th Street Harrisburg, PA 17111	Kelly Bolton	657-4804	
Central Dauphin Schools Office of Special Services 4400 Franklin Street Harrisburg, PA 17111	Tom Kilcon	545-4703	
Children's Home of York 77 Shoehouse Road York, PA 17406	Michelle Leader	755-1033	
Children's Play Room 99 S. Cameron Street Harrisburg, PA 17110		782-4313	
Community Counseling Center Carlisle Barracks	Mr. Martinez	245-3614	

Agency Name/Address	Contact Person	Phone #	Comments
Conewago Place 424 Nye Road Hummelstown, PA 17036	Tiffany Martin	533-0428	
Contact Helpline 900 S. Arlington Avenue Harrisburg, PA 17109	Kelly Gollick	652-4987	
Crisis Intervention Services 25 S. Front Street Harrisburg, PA 17101	Mary Ebert	232-7511	
Dauphin County Counseling Center 110 S. Cameron Street Harrisburg, PA	Sherwood Stauffer	232-8761	
Dauphin County Crisis Intervention 100 Chestnut Street Harrisburg, PA 17101		255-2705	
Dauphin County Office of Drug and Alcohol 25 S. Front Street Harrisburg, PA 17101	Jeff Garbel	255-2984	
Dauphin County Prison 502 Mall Road Harrisburg, PA 17111	John Addison	780-6800	
Delta Housing 2003 N. 2nd Street Harrisburg, PA	Angela Lucinski	232-2970	
Derry Township School District Homestead Road Hershey, PA 17033	David Lillenstein	531-2277, ext. 5202	

Agency Name/Address	Contact Person	Phone #	Comments
Edgewater Psychiatric Center 1829 N. Front Street Harrisburg, PA 17102	Kathy Barbush	238-8666	
Family Resource & Counseling Center 91 Newport Pike, Suite 102 Gap, PA 17527	Denise Coates	442-9577	
Firetree, Ltd. 2012 N. 4th Street Harrisburg, PA 17102		236-0132	
Gaudenzia-New View 1728 N. 2nd Street Harrisburg, PA 17102	Debra Fulinowski	221-9590	
Gaudenzia Treatment Center Harrisburg, PA		233-3424	drug and alcohol treatment
Girls Incorporated of Greater Harrisburg 2715 N. 7th Street Harrisburg, PA 17110	Helen Williams	232-4898	
Harrisburg Community Corrections Center 27 N. Cameron Street Harrisburg, PA	April Barry	787-8127	
Harrisburg Institute of Psychiatry 307 S. Front Street Harrisburg, PA		782-5218	
Helen Stevens Community Mental Health Center 33 State Avenue Carlisle, PA 17013	Richard Levoli	243-6033	

Agency Name/Address	Contact Person	Phone #	Comments
Holy Spirit Hospital 503 North 21st Street Camp Hill, PA 17011-2288	Suzy Carnecchia Rudy Crider	972-6915 763-2274	
Keystone Children & Family Services 3700 Vartan Way Harrisburg, PA 17110		671-7868	
Keystone Community Mental Health 601 N. Front Street Harrisburg, PA	Wendy Grace	558-8450	
Keystone Residence 940 E. Park Drive, Suite 100 Harrisburg, PA 17111	Wendy Diebert	541-8322	paid internships available
Keystone Service Systems 301 N. 2nd Street Harrisburg, PA 17101		232-7509	multiple sites and services
Lower Dauphin School District 251 Quarry Road Hummelstown, PA 17036	Teresa Collar	566-5359	
Meadows Psychiatric Center 1500 N. 2nd Street Harrisburg, PA	Dr. Rivera-Tovar	(814)364-2161	
Middletown Area School District 201 Oberlin Road Middletown, PA 17057	Alfredo Gonzalez	948-3300	
Milestones Community Healthcare 4700 Commerce Drive Harrisburg, PA 17110		651-0016	

Agency Name/Address	Contact Person	Phone #	Comments
Milton Hershey School Hershey, PA 17033	Dr. Dave Thompson Dr. John Gavazzi	520-2260 520-2607	
Northwestern Human Services 1801 N. Front Street, 2nd Floor Harrisburg, PA 17102	Lynn Hackenberg or Kathy Barbush	238-8852 236-7357	
Northwestern Human Services 621 Albright Avenue York, PA 17404	Bill Midget	846-4490	
Pennsylvania Coalition Against Domestic Violence 6400 Flank Drive, Suite 1300 Harrisburg, PA 17112		545-9456 545-6400	
Pennsylvania Counseling Services Chestnut Street Lebanon, PA	Caryn Bennett	926-7806	
Pennsylvania Department of Corrections Harrisburg Community Corrections Center 27 N. Cameron Street Harrisburg, PA 17101	Jeffrey Troutman or John Kobiereci	787-4427	
Pennsylvania Psychological Association 416 Forester Street Harrisburg, PA 17102	Tom DeWall	232-3817	
Philhaven Behavioral Healthcare 283 S. Butler Road Mt. Gretna, PA 17064	Mark Emerson	270-2451	multiple sites and services
Philhaven--Crossroads East 512 Horseshoe Pike Lebanon, PA	Dale Brickey	868-4999	

Agency Name/Address	Contact Person	Phone #	Comments
Philhaven After School Program 2717 N. Front Street Harrisburg, PA 17011	Mike Kinney	230-9622, ext. 4012	
Polyclinic Medical Center 2601 N. 3rd Street Harrisburg, PA 17102		782-6880	contact specific unit
River View Center 2421 N. Front Street Harrisburg, PA 17110		231-2764	
Riverside Associates 3601 N. Progress Avenue Harrisburg, PA 17110	Dr. Thomas Fink or Dr. G. David Smith	238-6880	
Shalom House Harrisburg, PA 17105		232-3482	
Special Offender Services 225 W. King Street Lancaster, PA	Mark Wilson		
Tri County Youth Advocate 1515 N. Front Street	Cheryl McSherry	232-3786	
Turning Point Partial Program 16 S. Centre Street Pottsville, PA 17901		(570)628-5285	
United Cerebral Palsy of the Capital Area 925 Linda Lane Camp Hill, PA 17011	Ann Spinner (child programs) Deborah Urich (adult programs)	737-3477	
United Methodist Home for Children 5120 Simpson Ferry Road Mechanicsburg, PA	Brenda Lloyd	766-7652	
Volunteers of America 2112 Walnut Street Harrisburg, PA 17103		236-1440	

Agency Name/Address	Contact Person	Phone #	Comments
Wedge Medical Center 1609 Poplar Street Philadelphia, PA	Ed Donahue	(215)232-2200	
Wordsworth at Harrisburg 1745 N. Cameron Street Harrisburg, PA 17103		238-6960	
York Hospital Behavioral Health York, PA 17405	Dr. Rivera-Tovar	851-4374	

APPENDIX B

Approval to Register Form

PSYCH 495 Approval to Register Form

Semester: # of internship credits:

Student's name: Student ID#:

Agency:

Address:

Site supervisor's name and title:

Site supervisor's degree and discipline:

Site supervisor's phone #:

Description of the agency's services (additional descriptive material can be attached):

Preliminary description of intern's responsibilities and activities:

Preliminary work schedule:

Preliminary plans for face-to-face supervision:

Student's signature

Date

Site Supervisor's signature

Date

Undergrad. Psych. Internship Supervisor's signature

Date

Final approval to do an internship is contingent on providing the Undergraduate Psychology Internship Supervisor with a copy of the face sheet of your professional liability insurance policy, the signed originals of both the Specific and the General Internship Responsibility Agreements, and, if you will be working with children, copies of your child abuse history clearance and criminal record checks.

APPENDIX C

Specific Internship Responsibilities Agreement

PSYCH 495 Specific Internship Responsibilities Agreement

Semester: # of internship credits:

Student's name: Student ID#:

Agency:

Address:

Site supervisor's name and title:

Site supervisor's degree and discipline:

Site supervisor's phone #:

Final description of intern's responsibilities and activities:

Final work schedule:

Final plans for face-to-face supervision:

_____ Student's signature	_____ Date
_____ Site Supervisor's signature	_____ Date
_____ Undergrad. Psych. Internship Supervisor's signature	_____ Date

No internship work can begin until you have provided the Undergraduate Psychology Internship Supervisor with a copy of the face sheet of your professional liability insurance policy, the signed originals of both the Specific and the General Internship Responsibility Agreements, and, if you will be working with children, copies of your child abuse history clearance and criminal record checks.

APPENDIX D

General Internship Responsibilities Agreement

PSYCH 495 General Internship Responsibilities Agreement

Intern Responsibilities

The intern is required to work with the internship agency for a total of 37½ hours over the course of the semester for each internship credit. This is equivalent to an average of 2½ hours per week over a 15-week semester per academic credit, or an average of 7½ hours per week for a 3-credit placement (for a total of 112½ hours).

The intern is also required to provide the Undergraduate Psychology Internship Supervisor with the signed originals of the *Approval to Register Form* and the *Specific* and the *General Internship Responsibilities Agreements*, a copy of the face sheet of his/her professional liability insurance policy, and, if the intern will be working with children, copies of his/her child abuse history clearance and criminal record checks per the schedule in the *Undergraduate Psychology Program Internship Manual*.

The intern is expected to provide high-quality services to the best of his/her ability, to conduct him/herself in a professional manner, and to keep all scheduled internship hours or to clear any schedule changes with the Site Supervisor. The intern is also expected to familiarize him/herself with all relevant agency policies and procedures and with the background and treatment plan for all clients with whom he/she will be working. Neglecting to meet assigned responsibilities is cause for the internship to be immediately terminated and for the intern to receive a failing grade for PSYCH 495.

The intern must adhere to the American Psychological Association’s *Ethical Principles of Psychologists and Code of Conduct*, as well as to any ethical regulations specific to the internship site. Violations of ethical principles can lead to legal action. If any significant ethical questions arise, the intern should immediately consult with both the Site Supervisor and the Undergraduate Psychology Internship Supervisor.

Agency Responsibilities

The internship agency is responsible for providing the intern with experience in some area of psychology. All internship work must be directly or indirectly supervised by the Site Supervisor, who must be either a Ph.D.- or Psy.D.-level psychologist, a psychiatrist, or an appropriate master’s-level professional, and this individual must also provide the intern with at least 2½ hours of face-to-face supervision over the course of the semester for every credit hour of the internship. This is equivalent to a minimum of 7½ hours per semester, or one hour every 2 weeks over a 15-week semester, for a 3-credit internship. As warranted, additional consultation should also be provided in a timely manner. Although small-group supervision is acceptable for face-to-face supervision, individual supervision is preferred.

In addition, the Site Supervisor is expected to complete mid-semester and final intern evaluation forms and to return these to the Undergraduate Psychology Internship Supervisor by the due dates. The student is responsible for providing stamped, addressed envelopes for this purpose.

Joint Responsibilities

The intern and the Site Supervisor should jointly determine a mutually agreeable schedule for completing the required internship hours. Both parties also bear responsibility for ensuring that the intern is familiar with all relevant agency policies, procedures, and regulations and for communicating any problems or concerns to one another and to the Undergraduate Psychology Internship Supervisor in a timely manner.

Student’s signature

Date

Site Supervisor’s signature

Date

Undergrad. Psych. Internship Supervisor’s signature

Date

If you have any questions or concerns about your internship responsibilities, please contact the Penn State Harrisburg Undergraduate Psychology Internship Supervisor at (717) 948-6034.

APPENDIX E

Mid-Semester Internship Evaluation

PSYCH 495 Mid-Semester Internship Evaluation

Please return this form to the Undergraduate Psychology Internship Supervisor at the address below by _____.

Name of student:

Please rate the student's performance in the following areas using the scale below. Thank you for your time and cooperation.

A Outstanding	B Good	C Average	D Needs Improvement	F Poor
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- ___ 1. Knowledge of the agency's theoretical orientation, goals, regulations, policies, and procedures as appropriate for his/her assigned duties
- ___ 2. Ability to work within the agency's organizational structure
- ___ 3. Conduct consistent with ethical and professional standards
- ___ 4. Reliability and dependability
- ___ 5. Enthusiasm and commitment
- ___ 6. Maturity and willingness to accept responsibility for his/her behavior
- ___ 7. Willingness to learn
- ___ 8. Time management/work productivity
- ___ 9. Willingness to take initiative (when appropriate)
- ___ 10. Verbal communication skills
- ___ 11. Listening skills
- ___ 12. Written communication skills (if relevant)
- ___ 13. Quality of assigned work
- ___ 14. Appropriate use of supervision (e.g, asks questions, uses feedback productively)
- ___ 15. Sensitivity to diversity
- ___ 16. Demonstrates respect for supervisor and other staff members
- ___ 17. Quality of relationship with staff members
- ___ 18. Demonstrates respect for clients, program participants, the public, etc.
- ___ 19. Quality of relationships with clients, program participants, the public, etc.
- ___ 20. Overall performance

Comments:

Site Supervisor's signature

Date

Please return this form to:
Undergraduate Psychology Internship Supervisor
Psychology Program
School of Behavioral Sciences and Education
Penn State Harrisburg
Middletown, PA 17057-4898
(717) 948-6034

APPENDIX F
Final Internship Evaluation

PSYCH 495 Final Internship Evaluation

Please return this form to the Undergraduate Psychology Internship Supervisor at the address below by _____.

Name of student:

Please rate the student's performance in the following areas using the scale below. Thank you for your time and cooperation.

A Outstanding	B Good	C Average	D Needs Improvement	F Poor
------------------	-----------	--------------	------------------------	-----------

- ___ 1. Knowledge of the agency's theoretical orientation, goals, regulations, policies, and procedures as appropriate for his/her assigned duties
- ___ 2. Ability to work within the agency's organizational structure
- ___ 3. Conduct consistent with ethical and professional standards
- ___ 4. Reliability and dependability
- ___ 5. Enthusiasm and commitment
- ___ 6. Maturity and willingness to accept responsibility for his/her behavior
- ___ 7. Willingness to learn
- ___ 8. Time management/work productivity
- ___ 9. Willingness to take initiative (when appropriate)
- ___ 10. Verbal communication skills
- ___ 11. Listening skills
- ___ 12. Written communication skills (if relevant)
- ___ 13. Quality of assigned work
- ___ 14. Appropriate use of supervision (e.g, asks questions, uses feedback productively)
- ___ 15. Sensitivity to diversity
- ___ 16. Demonstrates respect for supervisor and other staff members
- ___ 17. Quality of relationship with staff members
- ___ 18. Demonstrates respect for clients, program participants, the public, etc.
- ___ 19. Quality of relationships with clients, program participants, the public, etc.
- ___ 20. Overall performance

Comments:

Site Supervisor's signature

Date

Please return this form to:
Undergraduate Psychology Internship Supervisor
Psychology Program
School of Behavioral Sciences and Education
Penn State Harrisburg
Middletown, PA 17057-4898
(717) 948-6034

APPENDIX G

Student Evaluation of Internship Placement

PSYCH 495 Student Evaluation of Internship Placement

Please rate the internship agency where you worked in the following areas using the scale below. Do not write your name or the name of your Site Supervisor anywhere on this page.

Agency:

Brief description of the internship agency and the nature of your internship work:

Address:

Contact person:

Phone #:

Internship semester and year:

1 Very Poor	2 Poor	3 Below Average	4 Average	5 Good	6 Very Good	7 Excellent
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- ___ 1. How clearly and completely did the agency explain its theoretical orientation, goals, regulations, policies, and procedures?
- ___ 2. How organized and efficient was the agency's day-to-day operation?
- ___ 3. How organized and effective was the site in managing its staff?
- ___ 4. How effective was the site in encouraging learning?
- ___ 5. How personable and approachable was the Site Supervisor?
- ___ 6. How satisfied were you with your interactions with the staff?
- ___ 7. How appropriate and instructive was the required supervision with the Site Supervisor?
- ___ 8. Excluding the required supervision with the Site Supervisor, how appropriate and instructive was any other supervision that you received?
- ___ 9. How effective was the site in providing positive feedback?
- ___ 10. How supportive was the site when providing negative feedback?
- ___ 11. How satisfied were you with your opportunities for client contact?
- ___ 12. How appropriate and effective was the therapy modeled by the Site Supervisor (if relevant)?
- ___ 13. How appropriate and effective were the staff's interactions with clients?
- ___ 14. How appropriate and effective were the agency services overall?
- ___ 15. How appropriate is the site for future employment?
- ___ 16. How beneficial were your academic courses in preparation for your internship?
- ___ 17. Overall evaluation of site.

Please provide any other information about your experience at this agency that would be helpful for other students: