

CPSY 444 Undergraduate Internship

CPSY 444 Undergraduate Internship is designed to be a capstone experience for undergraduates majoring in Community Psychology. The internship is designed to provide students the opportunity to apply the skills, knowledge, and techniques learned through the Community Psychology major coursework in an applied setting.

When is the internship offered?

	CPSY 444 Internship	Contract Due Date
Spring	Offered	December 1
Summer	Offered	May 1
Fall	Offered	May 1

How many credits can I take?

CPSY 444 Internship (Fall/Spring)			CPSY 444 Internship (Summer)		
Semester Credit Hours	Internship Hours per Week	Required Total Hours	Semester Credit Hours	Internship Hours per Week	Required Total Hours
6	15	225	6	19	225
9	22.5	337	9	29	337
12	30	450	12	37.5	450

*** Internship credits may be adjusted to fit student needs at discretion of the internship instructor.

*** For BES students, only 6 internship credits will count toward meeting the 45 credit upper division graduation requirements (300- 400 courses). For B.S. students, all internship credits will count toward the upper division requirements.

What are the prerequisites?

All students **must**:

- Be admitted to the Community Psychology major (or BES) and should be in their last year of studies.
- Complete the following courses **prior** to the beginning of the internship:
 - CPSY 323 Intro to Counseling Theory and Practice
 - CPSY 325 Helping Skills
 - CPSY 330 Principles of Behavior
 - CPSY 433 Applied Behavior Analysis I
- Complete CPSY 327 Group Process and Practice **or** CPSY 434 Applied Behavior Analysis II either before or during your internship semester
- Request an internship experience on Handshake.

Where do I complete my internship?

Students have completed internships with a variety of community and private agencies located in Central Minnesota and the Twin Cities area. A list of current and previous internship sites and the Internship Manual is available on the Department of Community Psychology website at

<https://www.stcloudstate.edu/cpcf/student/internships.aspx>.

The internship site list is not meant to be comprehensive; rather it serves to give students ideas of the types and variety of internship experiences students have developed. Students are encouraged to meet with faculty to discuss possible internship sites that would best meet the interests of the student.

*****Students are responsible for contacting the proposed internship site, completing an Internship Contract, confirming arrangements for supervision, ensuring all hours for internship can be completed at the site, confirming the necessary arrangements for on-site supervision, and confirming arrangements with the university supervisor.**

What are the requirements for a site?

The host agency must designate an internship supervisor who will provide on-site supervision and evaluation of your performance. A minimum of 5 hours per week of overlap with your supervisor is required. The internship supervisor must agree to provide the supervision and complete 2 Internship Performance Evaluation Forms.

Can I get paid?

At the discretion of the host agency, interns can be paid, although this is uncommon. The rate and amount of pay is based on host agency policies and procedures.

How do I apply and register for my internship?

Students must complete the mandatory online Internship Orientation through D2L (“Internship in Community Psychology”). Internship orientation, quiz, and contracts **must be completed within 1 year of** the student going out onto the site (e.g., for an internship beginning in January 2021, quiz must be completed no earlier than January 2020).

Steps to take:

1. Read the Internship Manual
 - **Materials > Content > Pre-Internship Materials > CPSY 444 Internship Manual**
2. Complete the Internship Orientation video
 - **Materials > Content > Pre-Internship Materials > Orientation Video**
3. Take the quiz reflecting what is on the manual and score 100%
 - **Assessments > Quizzes > Internship Orientation Quiz**

****Students must score 100% to be able to do an internship. Quizzes may be attempted an infinite number of times.*
4. Complete the internship application on Handshake
 - a. Go to www.stcloudstate.edu/careercenter/jobs-internships/listings/default.aspx
 - b. Click on “Handshake” on the left side and log in using your StarID and password
 - c. Answer the questions to complete your profile
 - d. At the top of your completed profile page, click “Career Center,” then “Experiences”
 - e. Fill out the form to Request an Experience
 - f. Once you have **fully** filled out the experience request, attach:
 - i. 1. a pdf of your most recent DARS

***** See supplemental information “How to save your DARS as a PDF” for step-by-step instructions**

 - ii. 2. An offer letter from your intended site (this can be an email from a supervisor’s agency email address – not gmail or a personal account – or a signed offer
 - g. Submit your completed application

You must submit the Handshake experience request – with all supporting documentation – **by the deadline**. Faculty will review your application and your DARS, and will render a decision on Handshake. You will be issued a registration override **only** once your application is completed and accepted.

After an override is provided (permission granted), register by doing the following:

- a. Go to SCSU registration page <http://www.stcloudstate.edu/registrar/>
- b. Click on Register on Line: enter your SCSU id and password
- c. Select the semester that you are registering for
- d. Click on “Quick Add”(Registration)
- e. Enter the six-digit course ID for internship (number is listed in the SCSU Semester Schedule book or can be found at <http://www.stcloudstate.edu/academics/default.asp> .
- f. Since internship is variable credit, you must use the pull down menu to identify the number of credits.

What are my responsibilities for the internship?

On D2L, students will find an *Internship in Community Psychology* course that is semesterless. This course is for students to submit initial documents **PRIOR** to starting an internship (i.e., Internship manual, quiz and contracts). All work that is completed **DURING** internship will be uploaded to the appropriate course on D2L specific to that semester course.

Intern Responsibilities:

- a. Complete the Internship Orientation on D2L and the quiz.
- b. **Submit Handshake application, offer letter, and your DARS by the deadline.**
- c. **Complete the duties and responsibilities** as outlined in the Internship Contract.
- d. **Weekly Reports.** Log into your experience portfolio on D2L by Monday (midnight) of each week to complete a Student Weekly Report Form, documenting hours worked, times, outcomes accomplished during the internship and goals for the next week.
- e. **Two week and end of semester conference.** Make arrangements for phone conferences and/or onsite visits with your University Supervisor and On-site supervisor. Again, it is your responsibility to make these arrangements in a timely manner. It is necessary to coordinate yourself, your on-site supervisor, and your SCSU faculty member's schedules to accomplish conferences.
 ***Do not wait until the last week to schedule as SCSU faculty have many students and cannot do all conferences the last week of the semester.
- f. **D2L Student Self and Site Evaluation Form.** Complete the Student Self and Site Evaluation by the last day of the semester (i.e., the last day of classes before finals begin).
- g. **Complete the necessary number of hours** required for the number of credits enrolled.
- h. It is your responsibility to complete all requirements in a timely manner. If you do not complete all the requirements your grade will be impacted.
- i. Your final grade is determined by the SCSU faculty member in consultation with your on-site supervisor.

What are the On-site Supervisor's Responsibilities?

- Provide direct supervision of the intern on a day to day basis (at least 5 hours overlap).
- Provide the necessary hours of work for the intern.
- **Complete 2 Intern Performance Evaluations** during the course of the internship. The student and the on-site supervisor are to review the students' performance when the evaluation is completed, before it is submitted to the professor.
- **Students are responsible for getting the evaluation form to their site supervisor, reviewing the evaluation with their supervisor and uploading the completed form to D2L.**

What are the University Supervisor's responsibilities for the internship?

- Approve sites and proposed contracts
- Make a minimum of two conferences with you and your supervisor. Students need to coordinate schedules of the university supervisor, on-site supervisor, and their work schedule to make arrangements
- Maintain contact with On-site Internship Supervisor
- Maintain contact with interns
- Provide ongoing assistance and monitoring during the internship
- Make contact with you and your supervisor at the end of the internship for your final evaluation

*****Keep copies of all CPSY 444 documents for your file.** This information will be helpful in applying to graduate school and/or employment. You will be able to review your activities, hours worked, and supervisor feedback your performance.

Letter to Internship Agency

Please provide a copy of the following letter to your internship supervisor. Bring a copy of the internship manual for them as well. **If you are unable to do your internship, you must notify the agency as a professional courtesy!**



ST. CLOUD STATE UNIVERSITY

Community Psychology, Counseling, and Family Therapy

720 Fourth Avenue South
St. Cloud, MN 56301-4498
Phone (320) 308-2160

Dear On-site Internship Supervisor,

Thank you for agreeing to serve as an internship site and supervisor for our students. Our undergraduate major in Community Psychology is a comprehensive program providing students with a background in Counseling Psychology and Behavior Analysis. CPSY 444 Undergraduate Internship is designed to be a capstone experience providing the opportunity for our students to apply the skills, knowledge, and techniques learned through their major coursework.

Each student is required to complete a designated number of hours of service, depending on the number of college credits taken for his/her internship. All students must complete an Internship Contract that outlines the major responsibilities and/or activities that are to be completed. This contract serves as the basis for evaluation of their internship. In addition, each student is required to complete a weekly internship log that documents how their time was devoted to each activity or responsibility.

Your responsibility is to provide on-site supervision of the student (a minimum of 5 hours overlap), complete 2 evaluation forms during the internship, a midterm and a final evaluation, indicating whether the student completed their internship activities and hours at a satisfactory or unsatisfactory level. You will receive an email when it is time to fill out the online evaluation. You do not need to complete the form in one sitting and may access the evaluation at any time as long as you save it.

The University Supervisor will do 2 conferences to meet with you and the student at the beginning and end of the internship. In addition, the University Supervisor will monitor the student's performance and be available for consultation and assistance throughout the internship.

Again, thank you for your willingness to serve as an On-site Internship Supervisor for our program. If you have any questions at any time please do not hesitate to contact us.

Sincerely,

Michele Traub, Ph.D., BCBA-D
mtraub@stcloudstate.edu

Barbara Vesely, Ph.D.
bnvesely@stcloudstate.edu

CPSY 444 GRADING CRITERIA

- A = Timely completion of all CPSY 444 assignments, high quality weekly notes, and outstanding supervisor evaluations.
- B = Late assignments (2 – 4) assignments not turned in on Mondays or other due dates as specified, adequate quality on weekly notes, good to outstanding supervisor evaluations.
- C = Late assignments (5 – 8) not turned in on Mondays or other due dates as specified, minimum quality of weekly notes, good supervisor evaluations.
- D = Late assignments (5 – 8) not turned in on Mondays or other due dates as specified, poor quality weekly notes, poor supervisor evaluations.
- F = Late assignments (more than 8) not turned in on Mondays or other due dates as specified, no weekly notes, poor supervisor evaluations.

*****If you are dismissed from your internship site for unprofessional behavior, attendance issues, poor decision making, unsatisfactory performance, etc., you will receive a failing grade for CPSY 444.**

Internship Professional Conduct Guidelines Community Psychology

Student Responsibilities:

- ◆ Find out about, follow, and respect the regulations of the organization.
- ◆ Abide by the professional/ethical guidelines specified for human service professionals and guidelines for your placement. Request that your supervisor review guidelines with you.
- ◆ **Keep any information concerning individual clients' confidential.** Do not discuss clients outside of class activities or outside of the context of professionally relevant problem solving at your field work site.
- ◆ Do not identify clients in written materials you turn in for class or in class discussions.
- ◆ **Do not examine confidential records without prior authorization from your supervisor or the program director.**
- ◆ Conduct all interactions with staff and clients in a professional, courteous manner. Be respectful of the time that staff may have available to spend with you.
- ◆ Arrive at the field placement promptly on the days you have agreed to volunteer. Arrange absences well in advance. Follow the guidelines specified by your agency supervisor for illnesses or absences for other reasons.
- ◆ Dress neatly and appropriately for the setting. Take your cue from the staff.
- ◆ If you are not sure if you are qualified to perform a specific volunteer activity, be conservative. Check with your on-site supervisor and/or your field work instructor.
- ◆ If you see anything that is problematic or could become problematic, let you supervisor and internship instructor know right away.

On-Site Supervisor Evaluation of Student Internship - Community PsychologyMidterm Final

Student: _____

Date: _____

Agency: _____

Agency Supervisor: _____

The purpose of this evaluation is to provide an opportunity for feedback to the student regarding his/her behavior as a volunteer in your agency. Check the number opposite each item under the number which applies. Please be as objective as possible.

KEY: 1 = DON'T KNOW, 2 = POOR, 3 = FAIR, 4 = GOOD, 5 = EXCELLENT

Personal Qualities:

Friendly, positive attitude	1	2	3	4	5
Punctuality	1	2	3	4	5
Dependability	1	2	3	4	5
Flexibility	1	2	3	4	5
Appropriate attire for the setting	1	2	3	4	5

Work Attitudes/Helping Skills:

Kind and caring attitude	1	2	3	4	5
Genuine interest in working with populations served	1	2	3	4	5
Willingness to learn	1	2	3	4	5
Initiative	1	2	3	4	5
Ability to manage time	1	2	3	4	5
Ability to follow instructions	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Ability to accept feedback	1	2	3	4	5
Oral communication	1	2	3	4	5
Written communication	1	2	3	4	5
Task completion	1	2	3	4	5
Fulfillment of volunteer obligations/contract	1	2	3	4	5

Professional/Ethical Behaviors

Respect for clients and clients' rights	1	2	3	4	5
Maintenance of confidentiality/respect for client privacy	1	2	3	4	5
Self-awareness of competencies and recognition of limitations	1	2	3	4	5

Multicultural Awareness

Self-awareness of cultural values, feelings, attitudes and biases and how they may impact culturally diverse clients	1	2	3	4	5
Appreciation of diverse cultures (ability to accept and value cultural differences)	1	2	3	4	5
Openness to learning about issues relating to culturally diverse clients	1	2	3	4	5

OVERALL RATING: 1 2 3 4 5

COMMENTS: Are there any comments or issues that you would like to highlight that have not been addressed above?

On-Site Internship Supervisor (signature): _____ Date: _____

Student Volunteer (signature): _____ Date: _____