

UNDERGRADUATE PSYCHOLOGY and HUMAN DEVELOPMENT INTERNSHIP INFORMATION (PSYC/HD 575)

I. CRITERIA FOR INTERNSHIP:

1. The California State University defines an internship as a formal integration of classroom academic with practical experience.
2. An internship site is an off campus organization and includes business, non-profit, educational, or government settings. No home businesses will be approved. The exception to off campus will be CSUSB's Children Center, Laboratory School, and University Center for Developmental Disabilities.
3. Agencies located in high-crime areas, which have incidents of criminal activity within the last year, or serve clients that could be considered dangerous, must have a risk assessment prior to the internship starting.
4. Students may propose their own sites by first conferring with the course's faculty instructor.
5. University-Agency Agreements (AKA interagency agreements) are available.
6. The site supervisor is the person responsible for providing mentorship and oversight of the intern at the internship site. Interns should be supervised at least 50% of the time. Interns should not be unsupervised with minors unless the interns possess the necessary credentials and background checks.
7. The student must have a field/work supervisor who is willing to evaluate their work performance. Evaluations will be emailed to the field/work supervisor during the 7th week of the quarter. Students will be evaluated on punctuality and professionalism; however, ultimate responsibility for evaluating the student's performance and awarding a grade will remain with the course's faculty instructor.
8. A Learning Plan must be developed prior to the first day of class. The learning plan is developed by the student in consultation with the site supervisor. It will outline the learning outcomes and objectives of the internship. Mandatory items on this plan will include signatures of the student, site-supervisor, and internship coordinator. The Learning Plan is found on page two of this contract. The student's position must be one of a responsible nature AND must relate directly to coursework in one of the Department's programs. A minimum of **120 hours** must be spent on internship-related activities. (10 class hours and 110 hours of internship experience).
9. Generally, internships are unpaid; however, if a student's place of employment relates Directly to Psychology or HD learning objectives, 80 hours may be used towards the completion of the 120-hour requirement. The remaining 40 hours must involve learning experiences outside of their regular duties. Examples include learning a new skill, creating a new project or other activities that are related to Department coursework.

II. CRITERIA FOR SELECTION OF STUDENTS FOR INTERNSHIP:

1. The proposed internship must be integral to the student's academic program.
2. The student must have a 2.0 GPA in his/her major and overall college work and be of at least JUNIOR standing.
3. Students must be acceptable to the employer or sponsor, so long as any judgment of unacceptability is not based on discrimination prohibited by law.
4. Students may take a maximum of 8 units of internship for credit toward a degree or certificate; however, please note that only 4 units of 575 may be applied in a major.

III. APPLICATIONS PROCEDURE:

1. Pick out an internship site. You can either go out into the community to find a site, or look through the internship site book located in SB-425.
2. Contact the internship site and have them agree to your internship and assign you a supervisor.
3. Fill out attached application/contract COMPLETELY.
4. Return the completed application/contract to the Department of Psychology in SB-425. Only fully completed applications will be processed.
5. After your internship site has been approved, the department will enroll you in the course.
6. As this class involves a high commitment, NO students will be enrolled in this class after week 1 of the quarter.

IV. CRITERIA FOR CLASSROOM COMPONENT:

1. Goals and objectives will be written during the first week of each quarter.
2. Class will meet for 1 hour each week. Classroom attendance is **mandatory**.
3. Incompletes will be granted under certain circumstances. To apply for incomplete, students must have successfully attended all regularly scheduled classes. More information about incompletes will be outlined in the class syllabus.
4. The faculty member will have ultimate responsibility for the evaluation and grading of the student's performance in the internship. Typically, the 575 instructor will review the student's performance with the work supervisor before assigning a grade.

**California State University, San Bernardino
Psychology Department
Internship Agreement and Contract**

Name: _____	Coyote ID: _____
Address: _____	Email Address: _____
City: _____	Phone: _____
State and Zip Code: _____	Alternative Phone: _____
Check One: PSYC 575 <input type="checkbox"/> HD 575 <input type="checkbox"/>	5-digit Class # : _____
Quarter: Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	Year: _____

Name of agency: _____	Agency Phone Number: _____
Address of agency: _____	Name of site supervisor: _____
_____	Title of site supervisor: _____
City, State and Zip Code: _____	Supervisor email: _____

Start Date of Internship (Must be after the first day of the quarter): _____	TB test required: Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of hours to be worked: _____	Fingerprinting required: Yes <input type="checkbox"/> No <input type="checkbox"/>
Will intern be paid? Yes <input type="checkbox"/> No <input type="checkbox"/>	Background clearance required: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Other: _____

By signing below the site supervisor agrees to meet with the intern on a regular basis to facilitate the learning plan described below, provide the intern with the support and skills necessary to achieve the learning plan, and verify the internship hour log.

Please initial that you understand that you may dismiss an intern if the intern violates the intern code of conduct. _____

Please initial if any of the following apply:

- 1) Training for the internship will be provided _____
- 2) The internship experience is for the benefit of the intern _____
- 3) The intern does not displace regular employees _____
- 4) The employer derives no immediate advantage from the activities of the intern. This means that you will not take advantage of an unpaid intern. _____
- 5) The intern is not necessarily entitled to a job at the conclusion of the internship _____
- 6) The employer and intern understand that the intern is not entitled to wages for the time spent in the internship. _____

Supervisor Signature: _____ Date: _____

For Office Use Only:	Junior/Senior _____	2.0 GPA _____	Permitted/Enrolled _____	Letter Sent _____
----------------------	---------------------	---------------	--------------------------	-------------------

Learning Plan

This plan is to be filled out by the Student Intern with input from the Site Supervisor. The entire contract should be submitted to the Psychology Department no later than two weeks prior to the first day of the quarter. Please note:

- a. All learning plans must be written in terms that are observable and measurable. The goals and objectives should be clear and achievable given the 110 hour time constraint.
- b. Goals are considered long term while objectives are the steps necessary to reach the goal.
- c. The learning plan should include the nature of work to be provided by the student (i.e., job description).
- d. For students working within the agency, a separate goal and objective must be stated that reflects a new skill, i.e., one that is not part of the student's regular, paid work for the agency.

Please describe the following:

1. The job description for the intern is:

2. Goals and Objectives for this Internship are:

3. New skills to be taught (if applicable) are:

Internship Guidelines and Limitations

The following is a minimum standard of intern conduct.

- 1) Be punctual and responsible
 - a. Call if you anticipate or know you will be absent or late.
 - b. Do not report to your internship site while sick.
 - c. Do not report to your internship site while under the influence of drugs or alcohol.
- 2) Ask for help when needed. You will be walking a fine line between providing a service and not having the experience to provide the service. When in doubt ask and clarify.
- 3) Understand that your supervisor has other responsibilities and may not always be available. By being flexible you will increase your value at the internship site.
- 4) Respect the privacy of all clients and your internship site. If you are allowed to access confidential information you must treat it as privileged information. You may not share that information with those who do not have access to the same information. More information regarding confidentiality will be discussed in class.
- 5) You are representing yourself, the Psychology Department, and CSUSB at all times. Therefore you are expected to act, at all times, in a professional manner. This includes your dress and use of language. Be respectful to your supervisor at all times.
- 6) Do not make promises that you cannot keep.
- 7) Do not give clients or agency representatives a ride in your personal vehicle.
- 8) Never tolerate verbal exchanges that are sexual in nature or engage in behaviors that might be perceived as sexual. If this occurs please contact your faculty instructor immediately.
- 9) Never tolerate verbal exchanges or engage in behavior that could be perceived as discriminatory. This includes age, race, gender, sexual orientation, ability or ethnicity. If this occurs please contact your faculty instructor immediately
- 10) Do not give or loan money or personal belongings. Do not take anything from the internship site that does not belong to you.
- 11) If you are working with clients, it could be a breach of ethics to engage in any type of business with them.
- 12) Do not enter into a personal relationship with a client or coworker during your internship.

By signing below you are agreeing to act in a responsible manner while representing the Psychology Department at CSUSB and will abide by all the rules and regulations that govern the internship site.

You also are signing that you understand the course requirements, class obligations, and that you have read and understand the entire learning plan, agree to the internship conduct policy, and agree to devote a total of 120 hours to fulfill the learning plan.

Student Signature

Date