The Internship course within Psychology is a wonderful opportunity for students to apply what they have learned in their coursework. Below is a partial list of appropriate organizations. If you are interested please contact the Coordinator of Psychology at PDC.

1. Morongo Basin Counseling and Recovery Center
2. Riverside County Indio Recovery Opportunity Center
3. SafeHouse of the Desert
4. St. Margaret’s Outreach Center
5. Coachella Valley Sexual Assault Service
6. Boys and Girls Club of Palm Springs
7. Martha’s Village and Kitchen
8. The Braille Institute
9. Desert Mirage High School
10. Mountain Vista Elementary School
11. University Center for Developmental Disabilities (UCDD)
12. YMCA
13. Mourning Star
14. County of San Bernardino Probation Department
15. Berger Foundation
16. Children’s Discovery Museum
17. Visiting Nurse Association of the Inland Counties
18. Riverside County Substance Abuse Program
19. Desert Arc
20. Indio Teen Center
21. County of Riverside Mental Health: Desert Adult Full Service Partnership
22. Catalina Gardens
23. Big Brothers, Big Sisters of the Desert
24. Desert AIDS Project
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.**

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 Coordinator of Psychology at PDC.

5. 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.

6. 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 Coordinator of Psychology at PDC.

7. A Learning Plan must be developed and submitted along with the Application. The Learning Plan is developed by the student in consultation with the site supervisor and the Coordinator of Psychology at PDC. 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 5. 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 (120 hours of internship experience).

8. 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 attend classes at our Palm Desert campus.

3. The student must have a 2.0 GPA in his/her major and overall college work and be of at least JUNIOR standing.

4. Students must be acceptable to the employer or sponsor, so long as any judgment of unacceptability is not based on discrimination prohibited by law.

5. 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. INTERNSHIP APPLICATION PROCEDURE:

1. Pick out an internship site. You can either go out into the community within the Coachella Valley to find a site, or meet with the Coordinator of Psychology at PDC and we can work together to identify an appropriate internship site.

2. Contact the internship site and have them agree to your internship and assign you a field supervisor.

3. Fill out the Internship Application (see Page 4) and the Learning Plan (see Page 5) COMPLETELY.

4. Return the completed Application and the Learning Plan to the Coordinator of Psychology at PDC (Indian Wells Building - room 110). Only fully completed applications will be processed.

5. After your Internship site, Application and Learning Plan have been approved, the Coordinator of Psychology at PDC 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. Each week students will complete their 12 hours out in the field, plus their weekly reading and writing assignments, and they will meet with the Coordinator of Psychology at PDC. The time of these weekly meetings will be determined by the Coordinator of Psychology at PDC. Attendance is mandatory.

2. The Coordinator of Psychology at PDC will have ultimate responsibility for the evaluation and grading of the student’s performance in the internship. Typically, the Coordinator of Psychology at PDC will review the student’s performance with the work supervisor before assigning a grade.
California State University, San Bernardino
Palm Desert Campus
Psychology Department
Internship Application

Name: ____________________________ Coyote ID: ____________________________
Address: ____________________________ Email Address: ____________________________
City: ____________________________ Phone: ____________________________
State and Zip Code: ____________________________ Alternative Phone: ____________________________
Check One: PSYC 575 □
Quarter: Fall □ Winter □ Spring □
5-digit Class #: ____________________________ Year: ____________________________

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

Start Date of Internship
(Must be after the first day of the quarter): ____________________________
Number of hours to be worked: 120
Will intern be paid? Yes □ No □
TB test required: Yes □ No □
Fingerprinting required: Yes □ No □
Background clearance required: Yes □ No □
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: ____________________________
Learning Plan

This plan is to be filled out by the Student Intern with input from the Site Supervisor and the Coordinator of Psychology at PDC. The entire Application and Learning Plan should be submitted to the Coordinator of Psychology at PDC no later than one week before 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 120 hours 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.

Attach a 1-2-page Learning Plan in which you describe the following:

1. A job description for the intern is:

2. Describe the Goals and Objectives for this Internship:

3. Reflection – Describe the connection between your duties, activities, responsibilities, goals and objectives for this Internship to coursework taken in the Psychology Department.

4. List at least three completed Psychology and/or Human Development courses directly related to the proposed Internship.
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 our weekly meetings.
5) You are representing yourself, the Psychology Department, and CSUSB/PDC 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 the Coordinator of Psychology at PDC 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/PDC 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 application, agree to the internship conduct policy, and agree to devote a total of 120 hours to fulfill the learning plan.

__________________________________________  _______________________________
Student Signature                                      Date