

CPSY 444 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 CPSY 444 Undergraduate Internship Offered?

CPSY 444 is offered during Fall and Spring Semester. Depending upon enrollment, CPSY 444 may be offered during the Summer Session.

How Many Credits is CPSY 444?

CPSY 444 is offered at the following Credit Options:

Semester Credit Hours	Internship Hours per Week For 15 weeks	Total Hours
6	15	225
9	22.5	337
12	30	450

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 intern responsibilities is available from the Department of Community Psychology. The Internship Site List is not meant to be inclusive; 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.

Internship Opportunities with state agencies are listed through the Minnesota Department of Employee Relations. Internship Opportunities can be found by going to the job listing site on their website located at:

<http://www.doer.state.mn.us/>

(Look for intern/student worker under Position Type)

Potential internship opportunities within the Central Minnesota area can also be found through St. Cloud State University Organizations

Volunteer Connection

<http://www.stcloudstate.edu/volunteer/>

Internpost

<http://www1.stcloudstate.edu/joblistings/internpost/>

scsucareers.com

<http://www.stcloudstate.edu/careerservices/jobintern/scsucareers/default.asp>

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 an internship site?

The host agency must designate an internship supervisor who will provide onsite supervision and evaluation of your performance. A minimum of 5 hours per week of individual contact is required. The internship supervisor must agree to provide the supervision, complete a minimum of 4 Internship Performance Evaluation Forms, and complete the Final Internship Evaluation form. **(Note: a final grade will not be assigned until the Internship Evaluation form is submitted to the Instructor of Record).**

The host agency must provide necessary malpractice, accident and worker's compensation insurance for Interns.

Can Internships be Paid?

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

What are the Pre-requisites for CPSY 444 Undergraduate Internship?

All students must:

- Be admitted to the major of Community Psychology and should be in their last year of studies.
- Complete the following courses **prior** to beginning the internship:
 - CPSY 323 Introduction to Counseling Theory and Practice
 - CPSY 325 Helping Skills
 - CPSY 330 Principles of Behavior
 - CPSY 433 Applied Behavior Analysis I
- Complete and have on file an Internship Contract

When Do I Apply for Internship?

1. Students must attend the Internship Orientation one semester before applying, i.e, students must attend fall orientation for spring internship and spring internship for summer or fall orientation. Students should be in their final year of study. **If you do not attend Internship Orientation you will not be able to register. It is your responsibility to make arrangements.**
2. **You must fill out an Internship Contract (completely) before you are allowed to register for CPSY 444.** You must meet with the agency and present information regarding internship responsibilities. The agency must agree to hosting your internship, fill out the internship contract, and sign the contract before you can register. Turn in 3 copies to the Department Office and keep a copy for your records.

3. **Registration for Internship (CPSY 444)**

You must make arrangements for your internship one semester prior to starting. The faculty in Community Psychology must develop course schedules months before the schedule is printed and it is important for us to know how many students will be taking internship. We will enroll students on a first come basis and if we do not have adequate number of faculty to supervise your internship, you may have to delay your internship for a semester. Thus it is important to make arrangements early.

To register for internship in community psychology the following steps must be completed

1. Meet with your internship agency on-site supervisor and complete the contract listing duties and responsibilities, percentage of time, evaluation criteria, and provide information regarding the agency, directions, and on-site supervisor. Information and forms can be found in your CPSY 444 Internship Manual and/or at <http://www.stcloudstate.edu/elcp/internships/default.asp>.
2. When your internship contract is complete, provide three copies of your internship contract to the office manager, Sandi Radzak in Education Building room B 210, phone 320 308 2160.
3. **You must turn in 3 copies of your internship contract to the department secretary by the following dates.**
 - a. **Spring Semester Internship Contracts due last day of classes (before final week) of fall semester.**
 - b. **Summer Semester Internship Contracts due last day of classes (before final week) of spring semester.**
 - c. **Fall Semester Internship Contracts due the last day of classes (before final week) of spring semester.**

Semester of Internship	Contract Due Date
Summer	May 1
Fall	May 1
Spring	December 1

4. Once the contract is turned in, Sandi will enter your student id into the registration system so you will be able to register for your internship (Permission is required).
5. After registration permission is provided
 - 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 enter the number of credits in the variable credit box (to the left of the course id box). A 4 digit number is required and the number of credits is as follows
 - i. 6 credits enter 0600
 - ii. 9 credits enter 0900
 - iii. 12 credits enter 1200
4. **Provide directions to the internship site, attach to your contract.**
- a. Provide the name of agency supervisor and phone number (on contract).
 - b. Provide a complete office address, i.e. floor number, room number, etc.
 - c. Provide driving directions to your site. You may use MapQuest or similar to print out directions and a map.
 - d. Provide any unusual directions, i.e. take a right on the dirt road after pavement ends.
 - e. Provide a phone number on your contract that can be used to contact you or your supervisor in case there is a problem when driving to your internship site.

What are My Responsibilities for the Internship? It is your responsibility to complete the following:

- Attend the Internship Orientation
- Complete the necessary number of hours required for the number of credits enrolled.
- Complete the duties and responsibilities as outlined in the Internship Contract.
- Complete an Internship Log, **on a weekly basis**, documenting hours worked, times, duties, and outcomes accomplished during the internship. Your Internship Supervisor must sign the hours submitted.
- **Maintain weekly email contact with the University Supervisor.** A weekly email is due each Monday outlining your experiences and activities completed the last week. **You are to send a copy of the email to your onsite supervisor.** Your grade will be impacted by the number of emails submitted, i.e., if you do not submit all weekly contacts your grade will be lowered.
- Make arrangements for an onsite visit 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 your, your onsite supervisor, and SCSU faculty member's schedules to accomplish a site visit and final evaluation. Do not wait until the last week to schedule as SCSU faculty have multiple students and can not do all visits the last week of the semester.
- 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.
- 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 for the Internship? The on-site supervisor serves as your immediate supervisor. The On-site supervisors are responsible for the following:

- Provide direct supervision of the Intern on a day to day basis.
- Provide the necessary hours of work for the Intern.
- **Complete four Intern Performance Evaluations** during the course of the internship.
- Submit Final Internship Evaluation to the University Supervisor by final week of the semester.

What are the University Supervisor's Responsibilities for the Internship?

The University supervisor oversees your internship and provides assistance as needed.

The University supervisor is responsible for the following:

- Approve Internship sites and proposed Internship Contracts.
- Conduct Internship Orientation meeting during the first week of the semester.
- **Make a minimum of two contacts with you and your supervisor.** The university supervisor will make a minimum of **one onsite visit** during the semester. 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.

What if I have Additional Questions or Concerns?

A faculty member in the Department of Community Psychology will serve as the University Supervisor. The faculty member may change during Fall, Spring, and Summer Semester. However, each semester a faculty member will be designated and you can contact the Department for current information about your Undergraduate Internship.

Letter to Internship Agency

Please provide a copy of the following letter to your internship supervisor.

SAINT CLOUD STATE UNIVERSITY

Educational Leadership and Community Psychology

720 Fourth Avenue South
St. Cloud, MN 56301-4498

Phone (320) 308-2160
FAX (320) 308-3216

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 Internship. All students must complete an Internship Contract that outlines the major responsibilities and/or activities that are to be completed, the percentage of time allocated to each responsibility, and the outcome measure to document the completion of the activity or responsibility. This contract serves as the basis for evaluation of their internship. In addition, each student is required to complete an Internship Log that documents the how their time was devoted to each activity or responsibility.

Your responsibility is to provide on-site supervision of the student, complete 3 evaluation forms during the internship and a final evaluation, indicating whether the student completed their internship activities at a satisfactory or unsatisfactory level.

The University Supervisor will make 2 onsite visits 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.

Copies of the above mentioned documents are provided to you and the student. Again, thank you for your willingness to serve as an Internship Site for our program. If you have any questions at any time please do not hesitate to contact me.

Sincerely,

Eric Rudrud, Ph.D.
(320) 308-4155
ehrudrud@stcloudstate.edu

Internship Contract

Complete the entire contract, incomplete contracts will not be accepted. Complete by downloading from our website and typing your responses, or download and make a copy and print legibly in ink!!!! (otherwise you will have to fill the contract out again). Turn in 3 copies of your contract. **Make sure you KEEP a copy of your contract.**

Student Information

1. Name
2. Student Tech ID
3. Number of credits – see internship information
4. Hours per week
5. Address – where you will be during the semester you are completing internship
6. Phone – one that works
7. Email – use your huskynet account we will not respond to other email addresses, this is required.
8. Year – year of internship
9. Semester – check one

Agency information

10. Onsite Supervisor – name and title
11. Supervisor phone number – include extension if needed
12. Supervisor email address
13. Agency Name – name of organization
14. Agency Address- street, city, state, zip
15. Agency phone – phone number to agency
16. Directions to site – how you get there, supervisors will make site visits and need directions, you can go to mapquest.com and print directions and map. **INCLUDE** office number, room number, floor, etc.

Internship Information

17. Internship Title – job title as appropriate
18. Start Date – when you will be starting
19. Stop Date – when you will complete
20. Responsibilities – **List, number and describe** your internship duties and responsibilities, this is so you, your supervisor, and SCSU supervisor know and agree upon your duties. This serves as the basis for your evaluations.
21. Percentage of time – to assist you in time allocation and evaluation, agreement upon how you will spend your hours at the agency.
22. Evaluation/Outcome Criteria – how you will be evaluated by your onsite supervisor, if there are specific projects you are responsible for please list.

You and your onsite supervisor are to fill out the contract together so everyone knows what you are to do, how often you are to do it, and how you will be evaluated.

Internship Evaluation

During your internship you and your supervisor must complete 4 evaluations. Typically, the SCSU supervisor is present for the first and last evaluations. You must schedule site visits for this to occur. It is necessary for you to check with your supervisor and SCSU faculty member to arrange a date and time for your evaluations. This takes time and you must not procrastinate. Your grade will not be submitted until all evaluations are complete. It is easiest to check with your supervisor and get several dates and times and then email the dates and times to your SCSU supervisor. Do not wait until the last week of the semester for your final evaluation. SCSU faculty have class and internship visits obligations. It is necessary to provide several options and be flexible.

It is easiest to make a copy of your responsibilities on your internship contract and then cut and paste it over the Internship Evaluation form.

Internship Grading

CPSY 444 is graded. To receive an A it is necessary to provide evidence of outstanding work during your internship, complete all responsibilities, and complete SCSU requirements outlined above. The internship tracking form is provided for your information. Failure to meet agency or SCSU responsibilities and reporting requirements will result in a lower grade. Specific requirements include:

1. Contract in on time
2. Weekly emails due on Monday's, format as provided as shown in sample.
3. Weekly emails are sent to SCSU Supervisor and On Site Supervisor
4. Time Logs – signed and delivered each week
5. Schedule on site visits – this requires advanced planning.
6. Evaluations – On-site Supervisor must indicate that you have completed all duties and responsibilities as assigned at a level that is appropriate for an A grade.
7. LATE assignments, poor quality assignments, etc. will result in a grade reduction.
8. It is your responsibility to complete all assignments in a timely manner.
9. It is your responsibility to make sure assignments are turned in/mailed in etc., check with your supervisor to make sure the assignments are received.
10. If you are terminated from an Internship site for any professional/personal reason, you will receive a Failing grade for CPSY 444.

