

GERONTOLOGY INTERNSHIP GUIDE

(Revised 12/2010)

GERO 444/644

GERONTOLOGY PROGRAM

**ST. CLOUD STATE UNIVERSITY
ST. CLOUD, MN 56301**

Table of Contents

Introduction	3
Internship Requirements	3
Preparation	4
Guide to Professional Standards/Behavior for Gerontology Interns ..	5
Agreement between Program and Agency	6
Contract Guidelines	7
Contract	8
 Evaluations	
Evaluation #1 Site Preceptor)	10
Evaluation #2 (Site Preceptor)	12
Evaluation #3 (Site Preceptor)	14
Student Evaluation of Site	16
Student Final Evaluation	18

GERONTOLOGY INTERNSHIP GUIDE

The Gerontology Program:

The Gerontology Program at St. Cloud State University is an interdisciplinary course of study providing students with a perspective on a population of growing importance in the United States and worldwide. The program offers an undergraduate minor in gerontology, a Master of Science in gerontology, and a graduate certificate in gerontology.

The Internship Experience:

The internship component of the gerontology program is designed to help students bridge their academic studies with a professional experience. Internships are individually designed to enhance the learning needs and career goals of each student. Placements have included such arenas as:

- Senior centers
- Senior service organizations
- Area and state agencies on aging
- Housing
- Public, non-profit and corporate settings
- Educational settings
- Health and long term care facilities

Internship Requirements:

Internship experiences are required of undergraduate gerontology minors and gerontology graduate students. Currently, there is no internship requirement for students in the Gerontology graduate certificate program.

GERO 444: Undergraduate Gerontology Internship (3-12 credits)

Gerontology minors are required to take a minimum of 3 credits of internship, although it is recommended for a more full internship experience that at least 6 credits be taken. Attendance of the internship seminar concurrent with the internship is also required.

Note 1: A maximum of 6 credits of GERO 444 can be counted towards the electives in the Gerontology minor. When appropriate, however, students may take additional credits to be counted towards their University electives.

Note 2: With approval of the Gerontology Minor Advisor, students doing internships with their major program may substitute another 3 credit elective for the gerontology internship—providing that at least 3 credits of their major internship involves an older population.

GERO 644: Graduate Gerontology Internship (3 credits)

Gerontology graduate students are required to take 3 credits of internship, although it is recommended for a more full internship experience that at least 6 credits be taken. Attendance of the internship seminar concurrent with the internship is also required.

Preparation for Internship Placement:

There are several steps involved in finding an appropriate internship placement:

1. During the semester before the internship, the student is expected to contact the Gerontology Internship Supervisor and indicate his/her interest in planning a Gerontology Internship. This should take place as early as possible during the previous semester. At this time, the student's needs, goals and career objectives will be discussed, as well as the number of credit hours desired.
2. Following discussions with the internship advisor, students will be instructed to contact potential internship sites. It is often helpful at this step to talk to several agencies to find out what types of internship opportunities they might have available. Remember: the internship experience is intended to be a learning experience. Students should carefully consider what types of skills/opportunities each site is likely to provide.
3. In conjunction with the internship advisor, students select/accept an internship:
 - a. Discuss selection with internship advisor.
 - b. Notify internship site(s) of your decision.
 - c. Register for internship credits (GERO 444/644). As this is a "permission only" course you will need to see the internship advisor for permission to register. You will need to know (1) number of credits you will be taking; (2) the name of the internship site; and (3) the name of your internship site preceptor (supervisor).
 - d. Complete the "Agreement between Gerontology Program and Agency" (see page 6). A copy is due to the internship advisor by the end of the first week of your internship. This form needs to be signed by (1) you, the student intern; (2) your agency preceptor; and (3) the SCSU internship advisor.
 - e. Prepare a draft of your "Internship Contract". (See pages 7-10 for details). A final signed copy is due to the internship advisor by the end of the first week of your internship.

The Internship Seminar:

Students performing their internships are **required** to attend the concurrent internship seminar. Hours for the seminar are by arrangement. See the internship supervisor for details.

Internship Evaluation:

The evaluation procedure involves **5** parts:

- (1) Evaluation #1 (Completed by the internship site preceptor and due during the 3rd week of the internship). This should be based on a review of the initial contract by the agency supervisor. The student's progress toward meeting the goals outlined in the contract should be assessed.
- (2) Evaluation #2 (Completed by the internship site preceptor and due during the 8th week of the internship). This is a midterm evaluation and should be based on the initial contract (and any adjustments made following the first evaluation) by the agency supervisor.
- (3) Evaluation #3 (Completed by the internship site preceptor and due during the 15th week of the internship). This is the final evaluation and should again address the student's progress toward meeting the goals stated in the contract. This evaluation should compare the student's beginning level of skills and performance at the agency with his/her skills and performance at the end of the internship period.
- (4) Student Evaluation of Internship Site. (Completed by the student intern and due to the SCSU internship supervisor the final week of the internship). This evaluation is based on the student's perceptions of their internship site.
- (5) Student Evaluation of Internship Experience. (Completed by the student intern and due to the SCSU internship supervisor the final week of the internship). These 4 questions ask students to relate their internship experience to their overall experience in the Gerontology Program.

Guide to Professional Standards and Behavior for Gerontology Interns

The internship component of the gerontology program is designed to help students bridge their academic studies with a professional experience. Internships are individually designed to enhance the learning needs and career goals of each student. While expectations may vary slightly from site to site, please note the following guidelines for all SCSU Gerontology interns:

Daily Conduct

- **Comply with any/all standards for professional dress on site** (if you are not sure, ask!) Clothing should be neat, clean, and conservative. Flip flops, torn clothes, and/or revealing attire are likely to be inappropriate at any site, no matter how “casual” the dress code.
- **Be on time, every time** (and provide ample notice if you must alter your schedule for any reason)
- **Follow through on all assignments in a timely fashion** (if you are not sure how to complete a task, ask!)
- **Maintain a positive, friendly attitude**
- **Take your work as an intern seriously**
- **Take initiative, but know your limitations** (be mindful of safety and site regulations)
- **Be respectful and polite to everyone at your site** (that includes clients, staff, and supervisors)
- **Keep non-work activities to a minimum on site** (internship sites are not the place for personal phone calls, texting, relationship drama, etc.).
- **Communicate appropriately.** If you have a question, ask! Avoid swearing, complaining, gossiping, and other forms of negative communication.
- **Listen more, talk less!**
 - Be open to new ideas and learning new things
 - Listen and respond appropriately to feedback
 - Ask for feedback – you are there to learn!

Honesty/Integrity

- **Interns are expected to conduct themselves in a truthful, ethical manner at all times.**
- **Ask agency preceptor about HIPAA practices** that you should be following (and review HIPAA materials on GERO 444/644 D2L site).
- **Illegal behaviors will not be tolerated** (and will be reported to the appropriate authorities). This includes drug use, sexual harassment, abuse, larceny, etc.

I acknowledge that I have read, understood, and agree to comply with the above guidelines:

Intern Signature

Date

Agreement between Gerontology Program and Agency

INTERNSHIP AGREEMENT BETWEEN ST. CLOUD STATE UNIVERSITY GERONTOLOGY PROGRAM AND PROGRAMS AND AGENCIES PROVIDING GERONTOLOGY INTERNSHIPS:

I. The Gerontology Program agrees to the following provisions:

- To provide the agency with students who have education and skills to meet the needs stated by the agency.
- To provide the agency with a clear understanding of the school's expectations of the internship student and agency supervisor.
- To assist students in developing a learning contract that will specify student goals and objectives for the internship.
- For the supervising faculty member to be available during the semester to discuss any concerns that the agency or supervisor may have regarding the internship or the student's progress.
- To provide the students with an integrating seminar to run concurrently with the internship to assist students in the process of integrating course material with their internship.
- To grade the student's internship considering carefully the recommendations of the agency supervisor.

II. The internship agency agrees to the following provisions:

- To designate a supervisor who will oversee the student's work and guide the student's learning and growth.
- To provide the student with an orientation to the agency and to related service systems.
- To provide the student with ongoing supervision and to meet with the student.
- To provide the school with a midterm and final evaluation of the student's performance and professional development.

III. Provision for termination of internship:

The faculty supervisor, the agency supervisor or the student has the option of terminating an internship during the semester with due cause and notice to all three parties.

Due cause will be considered a breach of the above provisions, a problem with the student's learning, a breakdown in the supervisory relationship that is hindering the student's learning, inadequate performance on the part of the student, or other problems that make it advisable for the student to discontinue his/her internship.

In the case of an internship termination all three parties (agency representative, faculty supervisor, and student) will meet to discuss the termination.

Agency Supervisor

Name Title Date On behalf of (Agency Name)

Student Intern

Name Date

SCSU Gerontology Faculty Supervisor:

Name Title Date

Guidelines for Preparing the Internship Contract

CONTRACT:

The first draft of the contract will be developed by the student prior to the beginning of the internship. This draft must be reviewed by both the faculty and agency supervisors before the internship begins. The full contract in final form will be signed by the student, faculty supervisor and agency supervisor by the end of the first week of the internship. The contract will be used as a supervisory tool and will be the primary basis of evaluations.

PARTS OF THE CONTRACT:

- I. Data Section.
- II. General Description of the Internship. (Not more than one paragraph.)
- III. A series of goals and objectives to be divided into three types.
 - A. **Learning Goals** – Specify what you want to learn about through your internship. The learning objectives may include areas such as agency policies, understanding of the services provided by the agency, etc.
 - B. **Skill Goals** – Skills you hope to gain through completion of the internship. They should be based upon a self-assessment, highlighting areas in which you are weak.
 - C. **Task Goals** – The agency requirements of tasks to be accomplished by the student. This part in particular, should be completed in conjunction with the agency supervisor.

Each section of goals must include:

1. Goals.
2. A series of specific objectives listed under each goal.
3. Methods of evaluation for each goal are to be listed after each set of objectives.

WRITING THE CONTRACT:

1. Guidelines for Writing Goals:

- They should be simple, one-line statements indicating what you intend to accomplish.
- They should, where possible, emphasize output, not input, i.e., they should represent what you intend to accomplish, not what you intend to do in order to accomplish something.
- They should represent major areas of concern.
- They should be inclusive, i.e., they should represent all of the major learning skill and tasks you intend to accomplish during your internship.
- They should be able to be sub-divided into a series of specific objectives.

2. Guidelines for Writing Objectives:

- They should be simple, one-line statements.
- They should be measurable. They must be able to be assessed.
- They should be as specific as possible; if it cannot be measured it is not specific enough.
- They should be time-limited. When do you anticipate accomplishing the objective?

3. Guidelines for Writing Your Methods of Evaluation

- Included after each goal and series of objectives should be a brief statement of the method that you will use to evaluate the accomplishment of this goal.
- Students should ask: “How will I know if the goal has been accomplished?” (Example: get feedback from supervisor, provide data supportive of goal attainment, etc.)
- They should be specific, one-line statements.

**St. Cloud State University
Gerontology Internship**

CONTRACT

(Due in final form end of first week of internship)

Name of Student: _____ Home Phone: _____
(during internship)

Home Address during Internship: _____

Agency Name: _____

Agency Address: _____

Agency Phone: _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Phone if different from agency phone (or extension): _____

Name(s) of other agency staff who will assist with your supervision:

The agency is providing professional liability insurance for the intern:

Yes () No ()

Internship Schedule:

SCSU Gerontology Intern Evaluation #1 (Complete no later than the 3rd week of the internship)

Name of Intern: _____

Signature of Agency Preceptor: _____

Site Preceptor: Thank you for your willingness to serve as a site preceptor for the SCSU Gerontology Program. Please take a few minutes to complete this evaluation based on the intern's current performance and their internship goals as stated in their internship contract. Additional comments may be attached if desired. In addition to submitting this form, please be sure to discuss your responses directly with the intern. If you would like to speak with the SCSU Gerontology internship supervisor (Rona Karasik, Ph.D) she can be reached at karasik@stcloudstate.edu or (320) 308-5224.

1. Please rate the intern's work and progress so far with regard to the following:

	<u>Never</u>	<u>Rarely</u>	<u>Sometimes</u>	<u>Often</u>	<u>Always</u>
a) Arrives for internship on-time and as scheduled	1	2	3	4	5
b) Dresses appropriately while on site	1	2	3	4	5
c) Interacts in a positive manner with staff	1	2	3	4	5
d) Interacts in a positive manner with others at site	1	2	3	4	5
e) Follows through with assigned tasks	1	2	3	4	5
f) Takes initiative as appropriate	1	2	3	4	5
g) Takes direction from supervisors	1	2	3	4	5
h) Listens & responds appropriately to feedback	1	2	3	4	5
i) Acts in a professional manner while on site	1	2	3	4	5

Comments:

2. Using the student's **internship contract** as a guide, please rate the intern's work and progress so far with regard to the agreed upon learning, task, and skill goals:

	<u>No Progress</u>	<u>Moderate Progress</u>	<u>Excellent Progress</u>		
a) Learning Goals	1	2	3	4	5
b) Task Goals	1	2	3	4	5
c) Skill Goals	1	2	3	4	5

Comments:

3. Please rate your satisfaction with the following:

	<u>Not Satisfied</u>	<u>Somewhat Satisfied</u>			<u>Extremely Satisfied</u>
a) The level of supervision the intern requires	1	2	3	4	5
b) The intern's progress so far	1	2	3	4	5
c) The intern's professionalism on site	1	2	3	4	5
d) The intern's overall performance on site	1	2	3	4	5

Comments:

4. Please list the intern's strengths with regard to their work and progress at their internship:

5. Please list the intern's weaknesses and/or areas to improve on with regard to their work and progress at their internship:

6. Additional comments or concerns:

7. Evaluation #1 Grade recommendation: _____

Note: St. Cloud State University employs an A – F grading system to measure student achievement. Grades may include a “+” or “-” for further differentiation of achievement.

A: Excellent D: Below average
B: Above average F: Fail
C: Average

Thank you for feedback! Additional comments may be attached on a separate sheet if desired.

SCSU Gerontology Intern Evaluation #2 (Complete no later than the 8th week of the internship)

Name of Intern: _____

Signature of Agency Preceptor: _____

Site Preceptor: Thank you for your willingness to serve as a site preceptor for the SCSU Gerontology Program. Please take a few minutes to complete this evaluation based on the intern's current performance and their internship goals as stated in their internship contract. Additional comments may be attached if desired. In addition to submitting this form, please be sure to discuss your responses directly with the intern. If you would like to speak with the SCSU Gerontology internship supervisor (Rona Karasik, Ph.D) she can be reached at karasik@stcloudstate.edu or (320) 308-5224.

1. Please rate the intern's work and progress so far with regard to the following:

	<u>Never</u>	<u>Rarely</u>	<u>Sometimes</u>	<u>Often</u>	<u>Always</u>
a) Arrives for internship on-time and as scheduled	1	2	3	4	5
b) Dresses appropriately while on site	1	2	3	4	5
c) Interacts in a positive manner with staff	1	2	3	4	5
d) Interacts in a positive manner with others at site	1	2	3	4	5
e) Follows through with assigned tasks	1	2	3	4	5
f) Takes initiative as appropriate	1	2	3	4	5
g) Takes direction from supervisors	1	2	3	4	5
h) Listens & responds appropriately to feedback	1	2	3	4	5
i) Acts in a professional manner while on site	1	2	3	4	5

Comments:

2. Using the student's **internship contract** as a guide, please rate the intern's work and progress so far with regard to the agreed upon learning, task, and skill goals:

	<u>No Progress</u>	<u>Moderate Progress</u>	<u>Excellent Progress</u>		
a) Learning Goals	1	2	3	4	5
b) Task Goals	1	2	3	4	5
c) Skill Goals	1	2	3	4	5

Comments:

3. Please rate your satisfaction with the following:

	<u>Not Satisfied</u>	<u>Somewhat Satisfied</u>			<u>Extremely Satisfied</u>
a) The level of supervision the intern requires	1	2	3	4	5
b) The intern's progress so far	1	2	3	4	5
c) The intern's professionalism on site	1	2	3	4	5
d) The intern's overall performance on site	1	2	3	4	5

Comments:

4. Please list the intern's strengths with regard to their work and progress at their internship:

5. Please list the intern's weaknesses and/or areas to improve on with regard to their work and progress at their internship:

6. Additional comments or concerns:

7. Evaluation #2 Grade recommendation: _____

Note: St. Cloud State University employs an A – F grading system to measure student achievement. Grades may include a “+” or “-” for further differentiation of achievement.

A: Excellent D: Below average
B: Above average F: Fail
C: Average

Thank you for feedback! Additional comments may be attached on a separate sheet if desired.

SCSU Gerontology Intern Evaluation #3 (Complete no later than the 15th week of the internship)

Name of Intern: _____

Signature of Agency Preceptor: _____

Site Preceptor: Thank you for your willingness to serve as a site preceptor for the SCSU Gerontology Program. Please take a few minutes to complete this evaluation based on the intern’s current performance and their internship goals as stated in their internship contract. Additional comments may be attached if desired. In addition to submitting this form, please be sure to discuss your responses directly with the intern. If you would like to speak with the SCSU Gerontology internship supervisor (Rona Karasik, Ph.D) she can be reached at karasik@stcloudstate.edu or (320) 308-5224.

1. Please rate the intern’s work and progress **overall** with regard to the following:

	<u>Never</u>	<u>Rarely</u>	<u>Sometimes</u>	<u>Often</u>	<u>Always</u>
a) Arrives for internship on-time and as scheduled	1	2	3	4	5
b) Dresses appropriately while on site	1	2	3	4	5
c) Interacts in a positive manner with staff	1	2	3	4	5
d) Interacts in a positive manner with others at site	1	2	3	4	5
e) Follows through with assigned tasks	1	2	3	4	5
f) Takes initiative as appropriate	1	2	3	4	5
g) Takes direction from supervisors	1	2	3	4	5
h) Listens & responds appropriately to feedback	1	2	3	4	5
i) Acts in a professional manner while on site	1	2	3	4	5

Comments:

2. Using the student’s **internship contract** as a guide, please rate the intern’s work and progress **overall** with regard to the agreed upon learning, task, and skill goals:

	<u>No Progress</u>	<u>Moderate Progress</u>	<u>Excellent Progress</u>
a) Learning Goals	1	2	3
b) Task Goals	1	2	3
c) Skill Goals	1	2	3

Comments:

3. Please rate your satisfaction with the following:

	<u>Not Satisfied</u>	<u>Somewhat Satisfied</u>	<u>Extremely Satisfied</u>		
a) The level of supervision the intern requires	1	2	3	4	5
b) The intern's progress overall	1	2	3	4	5
c) The intern's professionalism on site	1	2	3	4	5
d) The intern's overall performance on site	1	2	3	4	5

Comments:

4. Please list the intern's strengths with regard to their work and progress at their internship:

5. Please list the intern's weaknesses and/or areas to improve on with regard to their work and progress at their internship:

6. Please indicate your perception of the student's future as a professional in the aging field.

7. **Evaluation #3 Overall Grade Recommendation:** _____

Note: St. Cloud State University employs an A – F grading system to measure student achievement. Grades may include a “+” or “-“ for further differentiation of achievement.

A: Excellent D: Below average
B: Above average F: Fail
C: Average

Thank you for feedback! Additional comments may be attached on a separate sheet if desired.

St. Cloud State University
Gerontology Internship

INTERNSHIP EVALUATION BY INTERN

(Due the sixteenth week of the internship)

Student's Name _____

Dates of Internship _____ Number of Credits _____

Agency _____

Supervisor _____

1. Briefly describe your duties and responsibilities during your internship.

2. Discuss how well the internship corresponded to your original expectations.

INTERNSHIP EVALUATION BY INTERN (con't)

3. Discuss the supervision you received from your agency supervisor.

4. Would you recommend a similar internship to another Gerontology student? Yes _____
No _____ (What kind of student?)

5. Additional Comments:

