

GERONTOLOGY INTERNSHIP GUIDE

GERO 444/644

**GERONTOLOGY PROGRAM
DEPARTMENT OF COMMUNITY STUDIES**

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

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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, which is housed in the Department of Community Studies, 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). You will need to see your internship advisor for a form to do this. 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 both your agency preceptor and the 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 three parts: A midterm evaluation, a final evaluation, and a student evaluation of the internship site.

The midterm evaluation 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. The midterm evaluation is due during the seventh week of the internship.

The final evaluation 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. The final evaluation is due by the end of the fifteenth week of the internship.

The student evaluation is based on the student's perceptions of their internship site, and is due to the internship advisor by the final week of the internship.

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 _____

Agency Supervisor

Name Title 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.

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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:

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MIDTERM EVALUATION

(Due the seventh week of the internship)

Student Name: _____

Agency: _____

Supervisor: _____

Date: _____

A. Analyze and review the student's progress based on his/her contract:

1. Learning Goals – Evaluate the student's knowledge related to each objective in this area.

2. Skill Goals – Examine the student's progress toward meeting these goals. List particular strengths and weaknesses that the student can focus on during the remainder of the internship.

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FINAL EVALUATION

(Due by the end of the fifteenth week of the internship)

A. Using the student's contract as a guide, document the student's completion of the particular goals and objectives.

- Learning Goals
- Skills Goals
- Task Goals

FINAL EVALUATION (con't)

B. Evaluate the student's overall performance as an intern in your agency, paying particular attention to the student's development from the beginning to the end of the internship.

C. Indicate the student's area(s) of strength and areas he/she can continue to improve upon.

D. Indicate your perception of the student's future as a professional in the aging field.

Additional Comments – (please use the back or attach another sheet)

Final grade recommendation: _____

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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: