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:

<table>
<thead>
<tr>
<th>Semester Credit Hours</th>
<th>Internship Hours per Week For 15 weeks</th>
<th>Required Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>15</td>
<td>225</td>
</tr>
<tr>
<td>9</td>
<td>22.5</td>
<td>337</td>
</tr>
<tr>
<td>12</td>
<td>30</td>
<td>450</td>
</tr>
</tbody>
</table>

*** BES students only 6 Internship credits will count toward meeting the 45 credit upper division graduation requirements (300- 400 courses). B.S. Students all internship credits will count toward the upper division requirement

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 the Internship Manual is available on the Department of Community Psychology web site.

http://www.stcloudstate.edu/cpcf/student/internships.aspx

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 on:

http://www.careers.state.mn.us/

(Look for intern/student worker under Position Type)

Potential internship opportunities can be found through SCSU Campus Life

Department of Campus Involvement
http://www.stcloudstate.edu/campusinvolvement/

Internpost
http://www1.stcloudstate.edu/joblistings/internpost/
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 overlap with your supervisor is required. The internship supervisor must agree to provide the supervision and complete 2 Internship Performance Evaluation Forms.

Can Internships be Paid?
At the discretion of the host agency, Interns can be paid although this is uncommon. 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 Community Psychology major (or BES) 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
  - CPSY 327 or CPSY 434 (can be enrolled with 444)
- Complete and have on file the CPSY 444/MNSCU Internship Contract by the deadline.

When Do I Apply and Register for Internship?
1. Students must attend the mandatory Internship Orientation one semester before applying, i.e., students must attend fall orientation for spring internship and spring orientation for summer or fall internship. 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 log into Tk20 to access the Internship Contract.** Meet with the agency and present information regarding internship responsibilities. Bring the contract from Tk20. AND bring them a copy of the internship manual. The agency must agree to host your internship, fill out the internship contract, and sign the contract.

You must upload the signed contract into Tk20 **along with your DARS by the deadline.** Faculty will review your contract and your DARS and will email you indicating approval with an override to register if you have met all requirements. There are limited spots for internship and if the course is full you may need to wait a semester before interning.
Website: stcloudstate.tk20.com

The website is in the “cloud”, so you can access Tk20 anywhere you can access the ‘net.

The website is NOT on the world wide web (NOTE: there is no www before the website url).

Access is tied to your StarID (if your StarID password changes, so does your Tk20 password. They are the same)

<table>
<thead>
<tr>
<th>Semester of Internship</th>
<th>Internship Contract Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>May 1</td>
</tr>
<tr>
<td>Fall</td>
<td>May 1</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1</td>
</tr>
</tbody>
</table>

3. After an override is provided (permission granted), register by doing the following:
   a. Go to SCSU registration page [http://www.stcloudstate.edu/registrar/](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](http://www.stcloudstate.edu/academics/default.asp).
   f. Since internship is variable credit, you must use the pull down menu to identify the number of credits.

What are My Responsibilities for the Internship?

a. Attend the Internship Orientation
b. **Tk20 Student Internship contract and your DARS by the deadline.**
c. **Complete the duties and responsibilities** as outlined in the Internship Contract.
d. **Tk20 Student Weekly Report Form** Log into Tk20 by Monday (midnight) of each week to complete a Student Weekly Report Form, documenting hours worked, times, outcomes accomplished during the internship and goals for the next week.
e. **D2L Discussion log.** Log into D2L by Monday (midnight) of each week to post the following in Discussion: Internship site, brief description of what you did that week, your reaction to your experience, insights/skills gained (relate to your courses).
f. **Two week and end of semester conference** Make arrangements for phone conferences and/or onsite visits 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 you, your onsite supervisor, and SCSU faculty member’s schedules to accomplish conferences. Do not wait until the last week to schedule as SCSU faculty have many students and cannot do all conferences the last week of the semester.
g. **Tk20 Student Self and Site Evaluation Form.** Log into Tk20 by the last day of the semester (the week before finals begin) and complete the Student Self and Site Evaluation form.

h. **Complete the necessary number of hours** required for the number of credits enrolled.

i. 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.

j. 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?**

- Provide direct supervision of the Intern on a day to day basis (at least 5 hours overlap).
- Provide the necessary hours of work for the Intern.
- **Complete 2 Intern Performance Evaluations** during the course of the internship. You and your supervisor are to review your performance. Your supervisor will sign and submit the form electronically.
- An email will be sent to your supervisor at midterm and at the end of the semester. The supervisor will click on the link and fill out the online evaluation in Tk20. No password is needed. The supervisor does not need to complete the form in one sitting and may access the evaluation at any time as long as they SAVE it.

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

- Approve Internship sites and proposed Internship Contracts.
- Make a minimum of two conferences with you and your supervisor. 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.

**Keep Copies of all CPSY 444 documents for your file.** This information will be helpful in applying to graduate school and/or employment. You will be able to review your activities, hours worked, and supervisor feedback re your performance.

**Letter to Internship Agency**

Please provide a copy of the following letter to your internship supervisor. Bring a copy of the internship manual for them as well. **If you are unable to do your internship, you must notify the agency as a professional courtesy!**
Community Psychology, Counseling, and Family Therapy

720 Fourth Avenue South
St. Cloud, MN 56301-4498
Phone (320) 308-2160

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. This contract serves as the basis for evaluation of their internship. In addition, each student is required to complete a weekly 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 (a minimum of 5 hours overlap), complete 2 evaluation forms during the internship, a midterm and a final evaluation, indicating whether the student completed their internship activities and hours at a satisfactory or unsatisfactory level. You will receive an email when it is time to fill out the online evaluation. You do not need to complete the form in one sitting and may access the evaluation at any time as long as you save it.

The University Supervisor will do 2 conferences 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.

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,

Barbara Vesely, Ph.D. (fall and spring semesters) Kimberly Schulze, Ph.D. (summer semester)
bnvesely@stcloudstate.edu kaschulze@stcloudstate.edu
CPSY 444 GRADING CRITERIA

A = timely completion of all CPSY 444 assignments, high quality weekly notes, and outstanding supervisor evaluations.

B = late assignments (2-4 assignments that are not turned in on Mondays or other due dates as specified), adequate quality on weekly notes, good to outstanding supervisor evaluations

C = Late assignments (5 – 8) not turned in on Mondays or other due dates as specified, minimum quality of weekly notes, good supervisor evaluations.

D = Late assignments (5 – 8) not turned in on Mondays or other due dates as specified, poor quality weekly notes, poor supervisor evaluations.

F = Late assignments (more than 8) not turned in on Mondays or other due dates as specified.

If you are dismissed from your internship site for unprofessional behavior, attendance issues, poor decision making, unsatisfactory performance, etc. you will receive a failing grade for CPSY 444.
Student Responsibilities:

♦ Find out about, follow, and respect the regulations of the organization.

♦ Abide by the professional/ethical guidelines specified for human service professionals and by guidelines for your placement. Request that your supervisor review guidelines with you.

♦ Keep any information concerning individual clients’ confidential. Do not discuss clients outside of class activities or outside of the context of professionally relevant problem solving at your field work site.

♦ Do not identify clients in written materials you turn in for class or in class discussions.

♦ Do not examine confidential records without prior authorization from your supervisor or the program director.

♦ Conduct all interactions with staff and clients in a professional, courteous manner. Be respectful of the time that staff may have available to spend with you.

♦ Arrive at the field placement promptly on the days you have agreed to volunteer. Arrange absences well in advance. Follow the guidelines specified by your agency supervisor for illnesses or absences for other reasons.

♦ Dress neatly and appropriately for the setting. Take your cue from the staff.

♦ If you are not sure if you are qualified to perform a specific volunteer activity, be conservative. Check with your supervisor and/or your field work instructor.

♦ If you see anything that is problematic or could become problematic, let your supervisor and internship instructor know right away.
**Supervisor Evaluation of Student**  
**Internship - Community Psychology**

**Midterm____ Final____**  
Student ____________________________  Date ______

Agency ________________________________  
Agency Supervisor ____________________________

The purpose of this evaluation is to provide an opportunity for feedback to the student regarding his/her behavior as a volunteer in your agency. Check the number opposite each item under the number which applies. Please be as objective as possible.

**KEY: 1=DON’T KNOW, 2=POOR, 3=FAIR, 4=GOOD, 5=EXCELLENT**

### Personal Qualities

<table>
<thead>
<tr>
<th>Item</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friendly, positive attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate attire for the setting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Work Attitudes/Helping Skills

<table>
<thead>
<tr>
<th>Item</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kind and caring attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genuine interest in working with populations served</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willingness to learn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to manage time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to follow instructions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to accept feedback</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fulfillment of volunteer obligations/contract</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Professional/Ethical Behaviors

<table>
<thead>
<tr>
<th>Item</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect for clients and clients’ rights</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance of confidentiality/respect for client privacy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-awareness of competencies and recognition of limitations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Multicultural Awareness
Self-awareness of cultural values, feelings, attitudes, and biases and how they may impact culturally diverse clients
Appreciation of diverse cultures (ability to accept and value cultural differences)
Openness to learning about issues relating to culturally diverse clients

OVERALL RATING:

COMMENTS: Are there any comments or issues that you would like to highlight that have not been addressed above?

Agency Supervisor (signature)________________________
Student Volunteer (signature)________________________