

Psychology 492 – Internship in Psychology
Policies & Procedures for “Directed Practicum Experience”

Department of Psychology
Longwood University
Farmville, VA 23909

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**IMPORTANT: YOU MUST REGISTER FOR YOUR INTERNSHIP
BEFORE THE LAST “ADD” DAY OF THE SEMESTER OR
SUMMER SESSION. THERE WILL BE NO LATE
REGISTRATIONS ALLOWED.**

I. Arranging the Internship

- A. The student will read this manual thoroughly.
- B. The student will locate an appropriate organization/agency (with faculty help if required). If student desires a Teaching Assistant Internship or Research Internship with a particular faculty member, the student will contact that faculty member.
- C. The student will read and sign the **Student Intern Agreement (page 8)** and return it to the faculty supervisor or department secretary
- D. The student must establish contact with and be accepted by the organization/agency. The **Statement of Acceptance of Intern (page 7)** must be completed by a representative of the organization/agency and returned to the faculty supervisor or department secretary.
- E. The student will register for the internship class by contacting the Department Secretary.

II. Academic Credit

- A. Internships may be worth between 1 and 15 credits. The student and the faculty supervisor will determine the amount of credit.
- B. Academic credit is based on the ratio of 40 clock hours performing internship duties per credit hour earned (see table below for some examples).

Number of Credit Hours	Total Number of Work Hours Required	EXAMPLE
1	40	3 hrs/week for 15 weeks or 40 hrs/1week
2	80	6 hrs/week for 15 weeks or 40 hrs/2 weeks
3	120	8 hrs/week for 15 weeks of 40 hrs/3 weeks
6	240	16 hrs/week for 15 weeks or 40 hrs/6 weeks
9	360	24 hrs/week for 15 weeks or 40 hrs/9 weeks
12	460	32 hrs/week for 15 weeks or 40 hrs/12 weeks
15	600	40 hrs/week for 15 weeks or 40 hrs/15 weeks

III. Grading

Student Interns Must:

1. maintain a daily log of activities, and submit the log to the faculty supervisor.
2. maintain a time sheet indicating hours, days, and dates in the organization/agency, initialed by the field supervisor. The time sheet should be submitted to the faculty supervisor.
3. insure that the field supervisor completes the **Evaluation of Student Intern (page 6)** at the conclusion of the internship and returns it to the faculty supervisor.
4. write a report discussing the relationship of the internship experience to course content in the classroom as well as practical application of psychological concepts or theories. The report should be submitted to the faculty supervisor.

Final Grade: The student's final grade will be based on the written report, the final evaluation from the field supervisor, the daily activity log, and the time sheet. The student may receive a final grade of A (excellent), B (above average), C (average), D (below average), or F (failure).

IV. Responsibilities of the student intern

- A. Interns will dress appropriately for the internship, and always conduct themselves in a professional manner. Any behavior deemed improper (detrimental to the organization/agency or Longwood) can result in termination of the internship with grade of "F".
- B. Interns will report an absence prior to 9:00 am on that day to both the organization supervisor and faculty supervisor. Failure to notify the appropriate persons and/or a pattern of reporting late can result in termination of the internship with a grade of "F".
- C. Interns will avoid becoming involved in office politics and/or ideological disputes. The intern's role is that of participant-observer....an objective, impartial outsider.
- D. Interns will maintain confidentiality of records and internal matters at all times. **ANY VIOLATION OF CONFIDENTIALITY WILL RESULT IN TERMINATION OF THE INTERNSHIP WITH A GRADE OF "F" and will be reported to the Honor Board.**
(Note: In clinical internships, if a patient's name is used with anyone outside the agency, or if the patient can in any way be identified, you must have the patient sign a 'Release of Information Form' with your field supervisors knowledge and permission -- see departmental secretary)

- E. Interns will not circulate any written work relating to the internship outside of the Department of Psychology without prior approval from the faculty and organization/agency supervisors.
- F. Interns may not drive organization/agency vehicles at any time, unless specific arrangements are made well in advance.
- G. Depending on the organization where you are doing your internship, you may be subject to background investigations, which could include driving history, criminal background check and drug testing.

V. Responsibilities of the Department of Psychology

It shall be the responsibility of the Department of Psychology to:

- A. fully cooperate with organizations and agencies participating in the internship program, and to provide a faculty supervisor to coordinate activities.
- B. screen applicants and recommend only those who possess the necessary skills to function satisfactorily in a particular agency or organization.
- C. encourage each organization and agency to interview the prospective intern before making the decision to accept or reject the applicant.
- D. determine the intern's final grade.
- E. notify the student if it becomes necessary to terminate the placement, and to explain why termination was necessary.
- F. discuss termination with the agency supervisor.

VI. Responsibilities of the Placement Organization/Agency

It shall be the responsibility of Organization/Agency to:

- A. assign a supervisor to direct and coordinate the student's internship and to evaluate the intern's performance upon completion of the internship (**Evaluation of Student Intern Form – page 6**).
- B. provide the intern with meaningful tasks and to strive to expose intern to as many operational aspects as possible. The organization/agency will provide the facilities, supplies, space, etc., necessary for the intern to adequately perform his/her assigned duties.
- C. offer constructive criticism directly to the intern when needed.
- D. alert the faculty supervisor about any problems relating to the intern's job performance.
- E. request that the intern be withdrawn when personal conduct or educational progress is such that additional time and effort on the part of the agency would not be worthwhile.
- F. terminate an intern only with just cause and prior notice to the faculty supervisor.
- G. assure that the intern is never alone with patients (in clinical settings)

Evaluation of Student Intern
 Longwood University – Department of Psychology

Student Intern: _____

Evaluator: _____

Please use the chart below to evaluate the performance of the student who has interned in your agency by checking the appropriate space for each item.

	Superior	Above Average	Average	Below Average	Poor	N/A
1. Punctuality						
2. Attendance						
3. Appropriate Attire						
4. Initiative						
5. Ability to Follow Directions						
6. Ability to Organize & Perform Assignments						
7. Ability to Accept Supervision (seek help & accept criticism)						
8. Enthusiasm for Job						
9. Judgement & Ethical Behavior						
10. Writing Ability						
11. Speech & Articulation						
12. Relations with Others						
13. Relations with Clients						
14. Professionalism						
15. Overall Performance						

I VERIFY THAT THIS INTERN HAS WORKED _____ HOURS

Would you recommend this student for a professional position in your organization if a vacancy occurred for which the student was qualified? **Yes**____ **No**____

Please use the space below to comment on any other aspects of the student's performance about which the Department of Psychology should be aware (use back of page if necessary).

Signature of Evaluator: _____ **Date:** _____

May we refer other students to you for internship experiences? **Yes**____ **No**____

May we post this opportunity (electronically or hard copy) for students who are seeking an internship? **Yes**____ **No**____

Please provide any additional information you would like potential interns to know about your agency or organization.

Return to: Department of Psychology, Longwood University, Farmville, VA, 23909; *Fax:* 434.395.2200

Statement of Acceptance of Intern
Longwood University – Department of Psychology

Student Name: _____ Date: _____

Faculty Supervisor: _____

Name of Organization/Agency: _____

Name of Supervisor/Contact Person: _____

Title of Supervisor/Contact Person: _____

- Mailing Address: _____

- Phone Number: _____
- Email: _____

Approximate *Starting* Date of Internship: _____

Approximate *Ending* Date of Internship: _____

Total number of hours to be worked during internship: _____

Total Credit Hours to be earned: _____

The above named student has been accepted as an intern. I have read the “Responsibilities of Organizations and Agencies Accepting Interns” portion of the Internship Policies and Procedures Manual and agree to the stated conditions.

Signature of Supervisor/Contact Person: _____ Date: _____

Student Intern Agreement

Longwood University – Department of Psychology

I understand that I am participating in an internship sponsored by The Department of Psychology and an off-campus organization/agency. I recognize that in the internship I am subject to the rules, regulations, and policies of Longwood University, as well as those that the field supervisor deems appropriate for the organization or agency.

I understand that I am not covered by the agency's fringe benefits program and that it is my responsibility to make arrangements for my own insurance, including accident, health, and hospitalization coverage. I will not hold the internship organization or agency, or Longwood University, or any of the personnel employed by these organizations liable for injury or death as a result of this internship.

I understand that in the internship I will be representing both Longwood University and The Department of Psychology; and I will do nothing that would adversely affect the image of either unit. I agree that if any of my behavior is deemed inappropriate (detrimental to the intern, the organization/agency, or Longwood University), I will withdraw from the internship and accept a grade of "F".

I understand that my failure to abide by the policies and procedures of the internship program will result in termination of the internship with a grade of "F."

I further agree that I will:

- a. always dress appropriately for the internship workday
- b. notify my field supervisor and faculty supervisor as soon as possible should I be unable to report to the internship on a given day
- c. avoid becoming involved in office politics and/or ideological disputes
- d. maintain confidentiality of records and internal matters at all times
- e. Obtain prior approval from my faculty and organization/agency supervisors before circulating any written work
- f. Never drive any organization/agency vehicle
- g. Not be in possession of or use any firearms or other weapons during my internship

In addition, those students involved with internships in mental health organizations/agencies agree to:

- Never be alone with patients without a supervisor being present, except when in the patient's room

I have read this agreement. The nature, scope, and policies of the internship program have been explained to me, and I agree to abide by them.

Student's Name (Print): _____ **Signature:** _____

Student's ID Number: _____ **Date:** _____