

Psychology 393: Internship in Psychology

**STUDENT CONTRACT WITH THE INTERNSHIP SITE**

**Read over this information carefully and review all pages with personnel at your site.**

1. Duration. The internship involves a requirement of 150 hours of direct contact with clients. These 150 hours must begin by no later than the first week of PSYC 393. Your hours must be ***evenly*** distributed across the entire semester and they should end by the last week of classes. ***See the specific dates for starting and ending your site work on page 3 below.***

2. Content. The internship must involve directly interacting with clients or individuals in need of assistance (of any age) so that you can learn about their psychological, emotional, social, and cognitive functioning. Placements that allow you to get to know a smaller number of clients in greater depth are better than those that those with rotating populations.

Consistent with Roosevelt University’s commitment to social justice, I encourage you to select sites that allow you to work with people who experience some form of challenge or adversity.

Certain tasks at the site do *not* count towards your contact hours, such as clerical tasks, administrative work, and any training that the site requires. In addition, you cannot “double-count” hours that you work at the site with any paid employment or other college-related experience.

3. Settings. The internship can only be completed in organized settings, such as a social service agency, hospital, school, or charitable organization. Informal arrangements (such as babysitting or helping a neighbor in need) are not permitted. There are several ways that students can find a suitable site for their 150 hours of service.

Students can find possible internship placements by contacting the staff in the Career Development Office.  They can help you identify ideal opportunities, utilize online resources, and support you through the internship process.  Start with their site online at <https://www.roosevelt.edu/current-students/get-help/career/internships>

You can also research site options by looking at different databases online. Loyola University maintains an excellent list of sites in the Chicago area at <https://www.luc.edu/psychology/undergraduate/internshipinpsychology/psyc390previousinternshipsites/> Another great resource is volunteermatch.org.  Go to the following link at <http://www.volunteermatch.org/search/advanced.jsp> and enter your zip code in the location field.  Other databases that are similar include [www.idealist.org](http://www.idealist.org/), [www.chicagocares.org](http://www.chicagocares.org/), and [www.allforgood.org](http://www.allforgood.org/).

Another strategy that students use is to contact sites directly and ask if they allow volunteers.  Places to call in your neighborhood include social service agencies, hospitals, psychiatric centers, and similar organizations.  There are online directories of such places, such as <http://www.yellowpages.com/chicago-il/social-service-organizations> .  You can modify the location based on your needs.

If you are interested in volunteering with children or families, the Initiative for Child and Family Studies does have a listing of related sites with these populations.  You can download the Excel file at [http://blogs.roosevelt.edu/smeyers/files/2013/09/New-site-list-4.pptx](http://blogs.roosevelt.edu/smeyers/files/2013/09/New-site-list-4.pptx" \t "_blank) .  However, students in this internship class will also opt to work with adults.

4. Supervision. An appropriate staff member at the site must supervise the internship. The supervisor must be available to provide training, answer questions, and provide you with appropriate feedback. Supervisors must be sufficiently knowledgeable about your performance so that they can complete the required evaluation forms, and should hold at minimum a college degree (BA, BS, etc.).

5. Site approval and the contract. After you find your site, you must then complete the contract below with your site supervisor. Send me an email describing your proposed site and work prior to completing the contract to ensure that it will be appropriate placement.

Forward the signed contract to me for my official approval of the placement once it is confirmed. ***You must have an approved contract on file with me by August 24, 2018 to remain enrolled in PSYC 393 for the Fall 2018 semester.***

6. Evaluation. Supervisors will sign your hours log at the end of each day at your site (see the last page of this document for the form that you will print and use). They must complete a mid-semester and a final evaluation of your work at the site. You will be responsible for providing supervisors with these forms. In addition, you will complete a form that relates your perceptions of the site at the end of the semester. Keep a copy of both evaluations for your records.

7. Participation in the online class. The internship also involves your participation in an online seminar. Responsibilities of the seminar include weekly readings, participation in asynchronous discussions and other assignments, and maintaining a journal of your work at the site. Your grade in PSYC 393 will reflect both your supervisor’s assessment of your work, the quality of your discussion postings, and the quality of your journal. The course syllabus will provide you with additional information.

8. Student consent for release of information. In order to coordinate and facilitate your site work, the Department of Psychology at Roosevelt University will establish lines of communication with your site supervisor(s) about our expectations and your performance. Your signature on the final page of this form indicates your consent to allow our communication directly with your site supervisor(s) regarding personal and educational factors that may be related to your performance at the site.

**A. Contact Information for Student and Internship Site**

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Dates and Hours of Work at the Internship Site**

Date internship scheduled to begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*Earliest start date permitted is August 23. Latest start date permitted is August 30.***

Date internship scheduled to end: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*Earliest end date permitted is November 30. Latest end date permitted is December 8.***

How many hours each week will the student be at the site? (Note: 10 hours per week would evenly distribute the time across the semester). If you require that students be present on certain days or times, please indicate these specifically:

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**C. Training, Nature of Work, and Supervision at the Internship Site**

Is there any training required? Yes \_\_\_ No\_\_\_ If so, what does it involve?

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*Note: Training hours do not count towards required number of contact hours.*

Describe the purpose of the internship site. Who are the clients/people that the site serves (e.g., ages, problems)? What sorts of services are provided?

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Describe the learning opportunities, responsibilities, and expectations for the student who will volunteer at your site. Who exactly will the student work with and what will she or he do?

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Who will provide supervision for the student? Explain the nature and expected frequency of this supervision. Remember, a supervisor must be knowledgeable to evaluate the student’s performance as part of the internship experience, and must have at minimum a bachelor’s-level (BA) college degree.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signatures**

**Site supervisor approving internship:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Print name Signature Date

**Student’s acceptance of responsibilities of the internship and consent for release of information (see point 8) as described above:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Print name Signature Date

**Roosevelt faculty approving placement:**

Steven Meyers, PhD, ABPP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Print name Signature Date

**Students should send this completed form to:**

Dr. Steven Meyers

Roosevelt University

Department of Psychology

430 S. Michigan Ave

Chicago, IL 60605

Telephone: (312) 341-6363

E-mail (can send as a scanned attachment): [smeyers@roosevelt.edu](mailto:smeyers@roosevelt.edu)

**A fully signed copy will be returned to students for their records.**

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| --- | --- | --- | --- |
| **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Hours Log**  *Please enter the responsibilities and duties you have performed during your internship on the lines provided.* | | | |
| **Date** | **Total Daily Hours** | **Work Completed/Comments** | **Supervisor Signature** |
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**Total hours on this sheet: \_\_\_\_\_\_\_\_\_\_\_\_**

**Total hours served to date towards the final target of 150 hours: \_\_\_\_\_\_\_\_\_\_\_\_**