

Faculty & Staff Information Page



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A Faculty Sponsor's Checklist for Sponsoring an Intern

- Require students to review the guidelines of being a student intern in an academic internship.
- Have the student meet with a Career Coach to discuss the procedures before obtaining an internship. The Career Coach will assist the student through the steps of finding and establishing an internship. The Career Coach will:
 - ~ Provide resources for the student to research different sites
 - ~ Help students prepare a resume and cover letter
 - ~ Prepare the student for a phone and/or personal interview
- After the student has completed a resume, cover letter, sent them to the organizations they are interested in, and has secured an internship, the student and yourself should arrange a meeting to discuss the Internship Proposal.
- Review and discuss the learning objectives on the Internship Proposal and make revisions/suggestions as needed. The learning objectives will be the most essential part of the form, as they are geared towards the educational goals of the internship.
- Make certain the student is cognizant of the dates to communicate with one another, the amount of credit they will receive, and the assignments that will be required of them.

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- Review and approve the Internship Proposal on BearTracker. If you deny the proposal, please let the office know why and if there are corrections to be made.
- Contact a Career Coach if there are any questions or concerns about your intern throughout the duration of the student's internship.
- At the close of the semester and all required assignments are completed you hand in a final grade.

Example Syllabi

Below are example syllabi for different credit amounts, majors, and from different faculty sponsors. You can even choose to add a grading rubric!

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Internship Syllabus
Spring 2017
Dr. Stillwell
stillwam@potdam.edu
315-267-4808
Flagg Hall 156
Department of Psychology
SUNY Potsdam

Semester: Spring 2017

Text: Brian N. Baird The Internship, Practicum, and Field Placement Handbook: A Guide for the Helping Professions 3rd Edition Meeting Dates: TBA

Purpose: This course is intended to provide the student with a clinical experience (approximately 320 hours total) along with an academic foundation in the principles and practice of holistic counseling. The intern will assist enrichment workshops, traditional ceremonies, grieving therapy sessions, and group discussion circles under the supervision of a certified spiritual teacher/coach/cultural educator.

Learning Objectives:

- (1) student will gain an increased understanding about the holistic therapy field
- (2) student will gain knowledge of counseling techniques and methods
- (3) student will gain knowledge of assessment and evaluation methods
- (4) student will learn to use listening skills while working with clients
- (5) student will gain knowledge of the workings of a multidisciplinary team
- (6) student will gain an understanding of psychological principles and techniques

Grade: The grade is based upon performance on the internship as well as demonstration of knowledge of the academic reading material. The intern will send email reports to the faculty supervisor each week. These written reports will take the following outline:

- I. Discussion of the clinical experiences
- II. Discussion of reading materials pertaining to those clinical experiences
- III. Discussion of any problems or issues that have arisen
- IV. Integration with previous coursework in psychology
- V. Discussion of how the experience has met the learning objectives

Other Expectations: It is expected that the student will demonstrate a high level of maturity, professionalism, and independence in their participation in this internship. The student will notify the instructor of any and all problems that might arise. If any problems do arise, it is expected that the student will call as soon as possible.

Academic Component Schedule: The student will send weekly emails and then will request a meeting if there are any issues or concerns.

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Student Name

Semester 20

Academic Component

Internship

INTD 491@ 6 credits/Contact Hours=240

Faculty Sponsor:

40% Mandatory Paper: 8-10pages on experiences and knowledge gained during the internship. I will send you an instruction sheet on how to write your final culminating paper via email.

Due:

10% Critical Book Review (3-5 Pages) on "The Intern Files" How to get, Keep, and make the most of your internship. By, Jamie Fedorko

Due: Via email attachment

10% Book Review: (3-5 Pages)

Due: via an email attachment

20% Weekly Reflective Spilt Journal: What you did on one side and reflection on the other.

Due: The **Monday** following each week of work via email. Journals will go from **Week Ending**

Last Journal Due:

Total Journals Due: 12

10% Informational Interviews: Conduct 4 informational interviews. You will write a section in your final paper. Not included in the 10-15 page required. Need at least 10-15 questions for each interview.

Due:

10% Updated Résumé with Internship detailed on your résumé.

Due:

To receive your final grade, I will need your Mid-Term and Final Evaluation. Site and Student! Encourage your site supervisor to submit your mid-term and final evaluation.

Due:

Dates to meet during the semester.

1: TBA

2: TBA

3: TBA