



Psychology Program

INTERNSHIP HANDBOOK

Psychology and CPHP Interns

Zoe J. Hess, MS , LSC

Faculty Supervisor for Advanced Applied Psychology-Internship

PSYC 400

(Academic Year 2024-25)

Last updated: January 2025

TABLE OF CONTENTS

Syllabus.....	3
Grading Criteria Checklist.....	5
Requirements for Advanced Applied Psychology (Internship).....	6
Suggestions for How to Enhance your Internship Learning Experience	8
Suggestions for Reflective Journal Entries	9
Locating an Internship Experience: Step-by-Step Guidelines	10
Use of HANDSHAKE Platform – Pilot Use – 2023-24	14
Additional Requirements for Community Psychology and Health Promotion Majors	15
APPENDIX	16-29

Advanced Applied Psychology Syllabus 2024-2025

(Summer24, Fall24, and Spring25)

Course: PSYC 400- Advanced Applied Psychology

Instructor: Zoe Hess, MS, LSC

Office: BA 143

Phone: (507)-537-7585

Email: Zoe.hess.2@smsu.edu

Class Meeting Time and Location:

- Tuesday 5-7 pm on Zoom PSYC 400-01
- Asynchronous/Online PSYC 400-88

Schedule:

Fall Class Meeting Dates	Spring Class Meeting Dates
August 27	January 14
September 10	January 28
September 24	February 11
October 8	February 25
October 22	March 18
November 12	April 1
November 26	April 15
December 10	April 29

Attendance Policy:

On-Campus Students- Attending the Tuesday evening Internship Seminar is expected for all on-campus students. Online majors are welcome to join us as well. Time spent attending the seminar (20 hours/semester) may be used toward the total 120 hours required for the internship, leaving 100 internship hours to be completed at the internship site. If you cannot attend, please email me, letting me know you will not be attending.

Online Students- Attending Tuesday evening Internship Seminar is *not* required for online students, so online students fulfill all of the 120 hours required for the internship at their internship site.

****The Internship Seminar is waived for students who do their internship during summer time, leaving 120 hours to be completed at the internship site.

Resources Needed:

-SMSU Psychology Program Handbook

-APA Code of Ethics

***Can be found here: <https://www.apa.org/ethics/code/>

Course Objectives:

1. Students will gain applied experience, specifically in a certain career that is closely related to, if not within, their desired career path
2. Students will be able to relate their applied experience to the various psychology courses and psychological concepts learned throughout their academic journey
3. Students will be able to integrate their knowledge learned from this experience into other areas and aspects of their life
4. Students will have a greater understanding of their desired career goals/path and the required next steps to achieve this
5. Students will be able to reflect upon real-life experiences within their internship and gain a better understanding of their strengths and weaknesses as it relates to their desired career goals/path
6. Students will be more equipped and prepared to work in the field of psychology, and related mental health fields

What Needs to be Submitted BEFORE you start your internship:

- Internship Contract**
 - This needs to be signed by you as INTERN, your SITE SUPERVISOR, and FACULTY INTERNSHIP COORDINATOR
 - Please submit this to BOTH Brightspace and the Handshake platform.
- Student Training Experience/Internship Agreement: Student Responsibilities and General Understandings**
 - This needs to be signed by you.
 - Please submit this to BOTH Brightspace and the Handshake platform.
- Description of your Role and Responsibilities as an Intern**
- Goals and Objectives (at least two goals, with two corresponding objectives for each goal)**

What Needs to be Submitted during your internship:

- Journal Entries**
 - Should write one entry for about every ten hours
 - 12 total entries
- Mid-Semester Evaluation Forms-**
 - Mid-Semester Evaluation of Self
 - Site Supervisor's Mid-Semester Evaluation of intern
- Final Evaluation Forms-**
 - Final Evaluation of Internship site
 - Site Supervisor's Final Evaluation of intern
- Time Log-**
 - Complete record of hours logged throughout internship
 - Site Supervisor MUST sign and date this
- Additional Documents-**
 - There is great leeway in what these are.
 - Examples include:
 - certificates awarded throughout your internship, schedules of typical day at the internship, worksheets/lessons you taught or created, etc.

**If you are wondering or questioning a certain document and if it applies, please email or call me 😊

Grading Breakdown

Assignment	Points
<input type="checkbox"/> Internship Contract	30 points
<input type="checkbox"/> Student Training Experience/Internship Agreement: Student Responsibilities and General Understandings	10 points
<input type="checkbox"/> Description of your Role and Responsibilities as an intern	10 points
<input type="checkbox"/> Goals and Objectives (at least two goals, with two corresponding objectives for each goal)	10 points
<input type="checkbox"/> Journal Entries	240 points (20 points each) **** for those of you that do zoom meetings, please at least write a paragraph summarizing the class discussion and key insights
<input type="checkbox"/> Mid-Semester Evaluation Forms	
○ Mid-Semester Evaluation of Self	30 points
○ Site Supervisor’s Mid-Semester Evaluation of intern	30 points
<input type="checkbox"/> Final Evaluation Forms	
○ Final Evaluation of Internship site	40 points
○ Site Supervisor’s Final Evaluation of intern	200 points
<input type="checkbox"/> Time Log	200 points
<input type="checkbox"/> Additional Documents	20 points
<input type="checkbox"/> Final Paper	250 points

Total Points- 1,070.

Grade Scale

- A 1120-1200 pts
- A- 1080 -1141
- B+ 1040 -1079
- B 1000 -1039
- B- 960 -999
- C+ 919- 959
- C 879-918
- C- 839-878
- D+ 799-839
- D 759-798
- D- 720-758
- F = Below 720 pts

Requirements for Advanced Applied Psychology

Internship Contract: The contract for the internship must be completed and signed by you, your Faculty Supervisor and Site Supervisor PRIOR TO beginning your internship experience.

Student Training/Internship Agreement: Student Responsibilities And General Agreements. Please review and sign this PRIOR to beginning your internship experience.

Time Commitment: The Psychology Program requires that you perform a total of **120** hours of work for 3 units of academic credits. On campus interns are required to attend a seminar every other week, scheduled Tuesday evenings 5-7 PM via Zoom (with online students choosing to attend or not).. **Time spent attending the Internship Seminar counts toward fulfillment of the total hours needed for the experience. .**

Acquiring an Internship Site: Prior to the internship or within the first few weeks of the semester in which you plan to do your internship, you will need to arrange for your internship experience. An important starting point is reading this *Internship Handbook* in its entirety, followed by looking into possible internship sites around your area. ***Note: Your internship CANNOT be completed by doing your regular job. It MUST show that you are learning new skills/gaining new abilities and experiences. If you have any questions*** on this, please ask your Faculty Supervisor, Miss Hess. If you cannot find an internship site, or want help in finding one, please set up an individual meeting with your Faculty Supervisor (Zoe Hess, MS, LSC). Your internship site must be approved by the Faculty Supervisor.

Options for Re-Enrollment in Advanced Applied PSYC 400: Advanced Applied Psychology may be taken two times, for a total of 6 credits. Some students choose to complete 240 hours of work, for which enrollment over two semesters is required. Other students choose to intern at two different internship sites, with 120 hours at each site. If you are considering enrolling in a total of 6 credits for Advanced Applied Psychology, be sure to discuss this with your Faculty Supervisor. The minimum internship requirement for **Psychology majors is three (3) credits of Advanced Applied Psychology**, and the minimum requirement for **CPHP majors is six (6) credits of Advanced Applied Psychology**. In other words, one internship is required for Psychology majors and two internships (or one extended internship of 240 hours) are required for CPHP majors.

Time Log: You will need to keep a time log to record the dates and the hours you worked for final verification of credit hours earned. The time log may be kept in a word document form or alternate record keeping system. *As long as you have a record of hours and dates worked that is **signed by your site supervisor** and turned in by the end of the semester, you will receive credit.*

Assignments

Internship Contract: The contract for the internship must be completed and signed by you, your Faculty Supervisor and Site Supervisor PRIOR TO beginning your internship experience. This document can be found in D2L under content.

Student Training/Internship Agreement: Student Responsibilities And General Agreements. Please review and sign this PRIOR to beginning your internship experience. It details the expectations required of you as an intern (in a general sense). This document can be found in D2L under content.

Description of your Role and Responsibilities as an intern: This document explains your role and responsibilities in regard to your specific internship site. This can be a formal description (internship site might already have one) or you can type it up yourself. If doing the latter, make sure to ask your site supervisor about what they see your role and responsibilities being as their intern.

Goals and Objectives: This is a document you create and submit to D2L. Can be done electronically (on Word, Google Doc, etc) or can be hand-written. If hand-written, please take a picture of it and submit it to D2L. This should detail at least two goals, each with two corresponding objectives, that you hope to accomplish through your internship work. Please see an example on D2L.

Reflection Journals: Developing a habit of deliberately reflecting upon the experiences you have during your internship experience is critical to enhancing your learning. Writing a reflective journal provides an opportunity for you to integrate internship experiences with your academic coursework. Furthermore, reviewing journal entries will also provide you with a resource to draw ideas from while writing your Final Integration Paper. Throughout the course of your internship, you will need to submit one journal entry after you complete approximately ten (10) hours of work at your internship site. Each entry should be at about 1 page in length. Importantly, this should not merely account for the time spent at your site (time log serves that purpose). **Rather, journal entries should involve critical reflection upon the learning that is taking place while fulfilling your role as intern (I.e., insights gained, skills acquired, things you learned about yourself, etc).** Although I, as Faculty Supervisor, will review the entries to ensure fulfillment of internship requirements, the journal will not be retained by the Psychology Program and its contents will be kept confidential.

Mid-Semester & Final Evaluations: You and your supervisor will both fill out an evaluation on your performance at the mid point of your internship and at the end. These forms can be found under the content area in D2L. **Make sure to complete these in a timely fashion!**

Time Log: You will need to keep a time log to record the dates and the hours you worked for final verification of credit hours earned. The time log may be kept in a word document form or alternate record keeping system. *As long as you have a record of hours and dates worked that is **signed by your site supervisor** and turned in by the end of the semester, you will receive credit.*

Final Integration Paper: This paper should include the following:

- summarizing insights gained about the nature of the profession in which you worked (e.g., addictions counselor, youth group leader, public health educator);
- summarizing insights gained about career interests and personal strengths and areas needing improvement;
- feedback you received from your supervisor and/or coworkers

- describing at least two ethical considerations/obligation related the work you did as an intern, making use of APA Ethics Code <https://www.apa.org/ethics/code>;
- integrating your applied experiences with your academic coursework;
- articulating next steps related to career development (e.g., applying for a job in this professional field, pursuing graduate studies, learning a foreign language, working with AmeriCorps VISTA Program).

This paper should be 8-10 pages in length, and it should be written in APA format. Review of your journal entries can serve as a good source of information for this paper, along with completing the Next Steps Checklist available in the Appendix section.

Suggestions for Enhancing Learning throughout the Internship Experience

Following are some suggestions for what you can do to enhance your learning during the internship experience.

- Observe daily operations (of different positions, if possible)
- Take a tour of the facilities.
- Familiarize yourself with the goals, objectives, mission, vision of the organization
- Observe and discuss with other staff persons their roles and responsibilities.
- Discuss personal attitudes, values, and services which are expected at the agency.
- Familiarize yourself with in-house forms, paperwork, onboarding system.
- When appropriate, ask for permission to sit in on sessions where other services/trainings are provided.
- After you have completed your initial assignments, discuss with your supervisor the possibility of adding more or varied responsibilities or projects.
- Keep in mind your long-term plan for professional development as you consider projects/tasks you would like to take on (with site supervisor approval) at your site. It may be helpful to imagine yourself being interviewed for an entry level position or for selection into a graduate studies program. What would you like to be able to say about yourself with respect to skills, knowledge, experience with diverse populations, experience with program evaluation/research, etc.?
- Ask for feedback on an on-going basis.
- Accept constructive criticism.
- Keep a reflective journal of your experiences.
- Network with others at the agency and try to keep in contact, if possible. (They can be great references)
- Ask Many Questions!!!

Suggestions for Reflecting Upon the Internship Experience via Journal Entries

In addition to tracking the hours that you work at the internship site, it is important that you reflect on your experience in an on-going way and provide true, honest reflection NOT JUST a detailed description of your day. Your self-awareness of personal strengths, weaknesses, goals, and values will be enhanced by this process. Additionally, this will aid you tremendously in writing your Final Integration Paper.

Suggestions for reflective journaling:

- Describe an *objective* account of event(s) on site, nature of experiences at your internship site... what did you learn from these? What connections can you make with your knowledge base?
- Describe your feelings and perceptions, questions and ideas about what happened during the day. This is your *subjective* account of the day, and should constitute the bulk of each journal.
 - Outline actions for your next day. What, or who, should you follow up on/with? What questions are you left with and how can you get these answered?

Sample reflective journaling questions:

- What is the best thing that happened today/this week? Why?
- What is the most difficult/satisfying part of your work? Why?
- What do you think is your most valuable/valued contribution?
- Did you receive any compliments/criticisms? How did you take criticism? What did you learn from these interactions?
- Talk about a person there who you find interesting/challenging to be with.
- What connections do you see related to your knowledge of psychology?
- How do people treat you? How do they view your role? Is this congruent or in conflict with how you see your role?
- Were you confronted (directly or indirectly) with a question of values, a moral dilemma, an ethical conflict? How did you think about this conflict? How did you handle it? What would you do differently? What did you do well?
- How did issues of race/ethnicity, social class, and gender influence what happened while working at your internship site today/this week?
- Tell about something you learned as a result of a disappointment or even a failure.
- Think back on a moment when you felt especially happy or satisfied in your placement. What does this tell you about yourself and your career goals?
- How is all this relevant to readings, discussions, and what you have learned in general during your academic coursework related to psychology?
- How does this experience connect to your long-term goals?
- How has this internship changed since you first began? (e.g., different activities, more or less responsibility?, not as enjoyable? Why?)
- What do you feel is your main contribution?

- What did you do this week that made you proud of yourself? Why?

Locating an Internship Experience: Step-by-Step Guidelines

- 1. Let your faculty supervisor (Zoe Hess, Ms, LSC; Zoe.hess.2@smau.edu) know of your interest in enrolling in Advanced Applied Psychology- PSYC 400 (Internship).**
 - Contact Miss Hess via email and express your interest in enrolling in Advanced Applied Psychology- PSYC 400. In your email, **please provide either your Star ID or 8-digit student ID so that a “permission to enroll” may be submitted to the Registration Office.** This will open up a slot for you to enroll. You will need to enroll yourself in this course (Section 01 for Psychology majors; Section 88 for completely online students).
 - Review the Internship Handbook** thoroughly and arrange to meet in person or correspond with your faculty supervisor via phone/Zoom/email about your specific internship interests.

- 2. Carefully consider what you would like to gain from the internship experience. Feel free to use these resources. They may be helpful to you!**
 - O*NET SUMMARY REPORTS:** It can be able to helpful to identify professions that relate to your long term career interests on O*Net <https://www.onetonline.org/>. The Summary Report for a given profession (e.g., substance abuse counselor, public health educator, clinical psychologist, physical therapist) may be especially helpful because it provides a detailed list of skills and knowledge needed for that particular line of work. Highlighting skills/knowledge you would like to gain will help you to be specific about your interests as you approach potential site supervisors to express your interest in doing an internship.

EXAMPLE: Substance Abuse Counselor <https://www.onetonline.org/link/summary/21-1011.00>
 - RELEVANT PROFESSIONAL ORGANIZATIONS.** Professional organizations can be very useful resources for a number of reasons. For example, they often provide the following: good overview of the nature of a given field; list of workshops, trainings, and conferences that you could take advantage of prior to and after graduation (often at a very affordable student rates); readily available network of professionals in a given line of work; lists of accredited graduate training programs; and access to job listings; and certification/licensure information. O*Net lists relevant professional organizations at the end of their SUMMARY REPORTS. The *Occupational Outlook Handbook* <https://www.bls.gov/ooh/> can also be a useful resource for identifying relevant professional organizations. Finally, feel free to ask your site supervisor about what professional organizations you should be aware that would help you to progress in this field.

EXAMPLE: Health Educator - Here is a selecting listing or relevant professional organizations provided by O*Net at the bottom of the Summary Report for the profession of **Health Educator** .

- [American College Health Association](#)
- [American Nurses Association](#)
- [American Public Health Association](#)
- [American School Health Association](#)

3. Use a variety of resources to locate a potential internship site.

It is your responsibility to locate an internship site. However, if you are struggling, please reach out to your faculty supervisor. Helpful resources:

- SMSU Career Services Internship Resources**
<https://www.smsu.edu/campuslife/careerservices/job-search/internship-links.html>
- SMSU Job and Internship Fairs** <https://www.smsu.edu/campuslife/careerservices/students-alumni/job-fairs.html>
- SMSU Handshake** [Handshake](#) is a resource that allows our area employers to post part-time jobs, full-time jobs and internships free of charge for SMSU students. Many of our non-profit partners post volunteer positions in addition to these types of opportunities. Once your registration is approved, you will be able to post volunteer opportunities, jobs, and internships on the platform. NOTE: Feel free to reach out to Melissa Scholten with any questions about how to register for a Handshake account melissa.scholten@smsu.edu.
- AmeriCorps VISTA SUMMER ASSOCIATE Program**
<https://www.nationalservice.gov/programs/ Americorps/ Americorps-programs/ Americorps-vista>
- Minnesota Psychology Association Internships** <https://www.mnpsych.org/internships>
- National Alliance for Mental Illness Internships – Minnesota**
<https://namimn.org/internships/>
- State of Minnesota Internships** <https://mn.gov/mmb/careers/search-for-jobs/interns-and-student-workers/>
- Selected list of sites at which psychology majors have recently attained internships** (listed alphabetically):
 - Avera Marshall Regional Medical Center**
<https://www.avera.org/careers/internships/>
 - Greater Minnesota Family Services** <http://www.greaterminnesota.org/>
 - Hope Harbor** <https://hopeharbormn.org/>

- **HyVee (Human Resources)** <https://www.hy-vee.com/stores/store-management/Default.aspx?s=7>
- **Lynd Public School** <http://www.lyndschoool.org/>
- **Marshall Area YMCA** <https://marshallareaymca.org/>
- **Project Turnabout-Granite Falls** <https://www.projectturnabout.org/>
- **SMSU Center for Civic and Community Engagement**
<https://www.smsu.edu/campuslife/civicingagement/index.html>
- **SMSU Office of Diversity and Inclusion**
<https://www.smsu.edu/administration/diversityinclusion/index.html>
- **Southwest Health and Human Services Internships** <http://swmhhs.com/about-us/internship-opportunities/>
- **Western Mental Health** <https://wmhcinc.org/>

4. Contact potential site(s) and express your interest in doing an internship.

- Review descriptive materials of the site(s) that you are considering so that you can get a better sense of what resources you are able to offer the site, what types of experiences you may have there, and what populations are served by the site.
- Update your resume and print a few copies so you have them on hand for in-person contacts.
- Call and/or email site staff to arrange for meeting with staff member(s) who assumes responsibility for supervising interns.
- It can be a good idea to include the following as you discuss your interest in doing an internship at a given site:
 - i. “I am _____, and I am currently majoring in _____.”
 - ii. “The Psychology Program requires that psychology majors complete a 120-hour internship (two for CPHP majors, total of 240 hrs).”
 - iii. “I understand that you may not have a specific office or staff member designated for interns, and that is okay. I am interested in speaking with someone who may be willing to explore the possibility of having me work here from ____ to ____ (time frame) and serve as a supervisor for me.”
 - iv. “I want to be a resource for you, while also gaining experience with _____, _____, _____, etc.”
 - v. “The SMSU Psychology Program has an Internship Handbook that provides an overview of requirements for majors within the Program, along with all necessary paperwork. It also includes a mid-evaluation form and final evaluation form that site supervisors are asked to complete.”
 - vi. “The Internship Handbook may be found on the SMSU Psychology Program website <https://www.smsu.edu/academics/programs/psychology/index.html>. Also, feel free to contact Miss Hess with any questions you may have: zoe.hess.2@smsu.edu “
 - vii. “Thanks very much for you time. I can be reached at (email & phone number).”

5. IMPORTANT: Internship sites are NOT limited to given organizations or establishments.

- **Creating Option for Program Evaluation/Research/Literature Review, in Collaboration with Site Supervisor and Faculty Supervisor.** Internship descriptions may be created/adapted to include responsibilities that could be done remotely. For example, an intern working with Western Mental Health could suggest expanding resource list for clients experiencing eating disorder related problems, or an intern working at the YMCA could suggest collecting data about the YMCA Child Care Center from parents, with intent of enhancing delivery of childcare services. Whatever is worked out, all parties (intern, site supervisor and faculty supervisor) would need to agree to arrangement.
6. Once an internship opportunity has been located, complete the **Internship Contract** and the **Student Training Experience/Internship Agreement: Student Responsibilities and General Understandings**. Attain the necessary signatures and submit to submit it to Miss Hess **PRIOR** to starting your internship.
- The **Internship Contract** and the **Student Training Experience/Internship Agreement: Student Responsibilities and General Understandings** may be found in the Appendix section of your Internship Handbook.
 - Be sure to attach a specific description of the internship experience. You will need to collaborate with the Site Supervisor while developing this contract.
 - Be sure that you have attained all necessary signatures prior to submitting forms to Miss Hess.

Use of HANDSHAKE Platform for Coordinating Internships – Pilot Use – 2023-24

For 2024-2025, we will be using the Handshake platform for collecting selected internship documents. Specifically, beginning Summer 2024, you'll be asked to submit the following to Handshake, along with submitting them to Brightspace:

-Internship Contract AND Student Training/Experience/Internship Agreement: Student Responsibilities and General Understandings (BEFORE you begin your internship)

-Completed **TIME LOG** (with hours completed verified by Site Supervisor (at END of your internship)

-**Final Site Supervisor Evaluation** (at END of your internship)

Community Psychology and Health Promotion Majors

ADDITIONAL EXPECTATIONS FOR INTERNSHIP

Community Psychology and Health Promotion interns are required to complete the equivalent of two (2) internships. You may opt to complete two entirely separate internships, each requiring a 120 hour time commitment, or you may opt for doing an extensive internship for 240 hours at the same site or with the same group/community coalition. The guidelines and expectations described in this *SMSU Psychology Program Internship Handbook* all apply.

IN ADDITION, for at least one of your internship experiences, you will need to provide evidence of having engaged in at least 30 hours of one or more of the following applied learning experiences:

- needs assessment,
- program development,
- program evaluation, and/or
- grant writing.

Fulfilling this portion of the internship may take the form of becoming involved with some initiative already in progress (e.g., local YMCA is conducting a community needs assessment and you assist with this). Alternately, you may initiate one or more of these community resource development/evaluation efforts (e.g., you develop a short, but structured questionnaire at a not-for-profit agency to assess how the agency might better meet the needs of clients they serve) or you may start a new program and include a short evaluation of that program. Feel free to contact the Faculty Internship Supervisor, Miss Hess (zoe.hess.2@smsu.edu), to further clarify how this requirement may be met. Evidence of having completed this requirement should be included in your additional documents (make sure to make it clear which documents meet this requirement).

Resources below may be helpful for you as you plan for meeting this requirement.

Community-Based Prevention and Program Evaluation Resources

<https://www.ruralhealthinfo.org/toolkits/health-promotion/4/types-of-evaluation>

Corporation for National and Community Services (variety of community development resources)

<https://www.nationalservice.gov/resources>

Needs Assessment

Community Action Partnership – Needs Assessment Resources

https://communityactionpartnership.com/publication_toolkit/community-needs-assessment-resource-guide/

The Community Toolbox – Wide variety of grant writing, needs assessment, and program evaluation resources (very accessible!) <https://ctb.ku.edu/en> <https://ctb.ku.edu/en/applying-for-grants>

Advanced Applied Psychology Required Evaluation Forms

Mid-Semester Evaluation Form *Site Supervisor's Evaluation of Intern*

Intern: _____

Work Period: _____ (Please note timeframe this evaluation covers.)

Internship Site: _____

Internship Supervisor: _____

Please rate your intern on a scale of 1 to 5 (1 being low and 5 being high).

Relations with Others	Rating
Intern is well accepted by others	
Intern works well with others	
Intern has made connections with others	
Intern chooses to work with others when possible (more of a team member than independent worker)	
Intern is not afraid to approach others if/when needed	

Judgment	Rating
Intern makes mature decisions	
Intern exemplifies above average decision-making skills	
Intern uses critical thinking skills to make decisions	
Intern is able to reflect on their decisions and notice mistakes	
Intern takes the appropriate amount of time to make decisions	
Intern most often makes the “right” decision	

Ability to Learn	Rating
Intern has learned the appropriate skills/knowledge that is expected or needed to by this point in the internship	
Intern is quick to learn	
Intern asks questions if they do not understand something	
Intern shows an ability to understand their mistakes	
Intern shows an ability to take feedback and apply it to future tasks	

Attitude & Dependability	Rating
Intern shows enthusiasm for the work they are doing	
Intern displays enjoyment for the work they are doing	
Intern is on time for their shift	
Intern can be trusted to carry out tasks they are assigned in a timely manner	
Intern applies themselves and does their very best at the tasks they are assigned	

Application of Work	Rating
Intern uses their academic knowledge and applies it to their tasks	
Intern displays an understanding of the importance of this job and the tasks they are assigned	

Quality of Work & Dedication	Rating
Intern does an exceptional job at whatever task they are assigned	
Intern produces neat and timely work when assigned tasks	
Intern asks questions if needed in order to produce the desired work when assigned tasks	
Intern is dedicated to producing the best quality of work that is possible at their skill level	
Intern tries their best at any and all tasks assigned to them	

Attendance

Regular Somewhat Regular In-between Somewhat Irregular Irregular

Comments:

Punctuality

Always Punctual Usually Punctual In-between Not usually Punctual Not Punctual

Comments:

Overall Rating of Intern

Excellent Very Good Average Decent Unacceptable

Comments:

(1) Please describe the student's strengths.

(2) Please describe the student's academic or personal areas that need attention.

(3) Additional Comments

Please sign below and return to:

Zoe Hess, MS, LSC
Faculty Supervisor of Internships
Psychology Program
Department of Social Sciences
Southwest Minnesota State University
Marshall, MN 56258
Phone: (507)-537-7585 Email: zoe.hess.2@smsu.edu

Intern signature

Date

Site Supervisor signature

Date

Mid-Semester Evaluation Form
Student's Evaluation of Self

Intern: _____

Site Supervisor: _____

Site: _____

Title/Role: _____

Phone (home/cell): _____

Time Period of Internship (beginning to now): _____

Describe your current internship site and responsibilities/tasks expected of you:

Circle the number which best indicates your perception of your current placement:

	ALWAYS				NEVER
There are ample opportunities for learning?	5	4	3	2	1
There is a good mix between routine tasks and work assignments with greater learning potential?	5	4	3	2	1
My activities/tasks fulfill my expectations of this role.	5	4	3	2	1
I receive adequate orientation for any job/task that is expected of me.	5	4	3	2	1
I receive assistance when I need it.	5	4	3	2	1
I feel free to ask questions.	5	4	3	2	1
I receive adequate and on-going feedback.	5	4	3	2	1
I have regular meetings with my supervisor.	5	4	3	2	1

Final Evaluation Form
Site Supervisor's Final Evaluation of Intern

Intern: _____

Intern Job Title: _____

Date Started Internship: _____

Date of Evaluation: _____

Supervisor Name: _____

Supervisor Title: _____

Company/Agency: _____

Department: _____

Address: _____

Phone: _____

Email: _____

****This evaluation is primarily to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. Please review and discuss your evaluation with the student intern, specifically noting changes/growth throughout their internship.**

Please rate your intern on a scale of 1 to 5 (1 being low and 5 being high). Please provide additional feedback, specifically including items you rated 1 or 2.

Relations with Others	Rating
Intern was well accepted by others	
Intern worked well with others	
Intern made connections with others	

Intern chose to work with others when possible (more of a team member than independent worker)	
Intern was not afraid to approach others if/when needed	

Judgment	Rating
Intern made mature decisions	
Intern exemplified above average decision-making skills	
Intern used critical thinking skills to make decisions	
Intern was able to reflect on their decisions and notice mistakes	
Intern took the appropriate amount of time to make decisions	
Intern most often makes the “right” decision	

Ability to Learn	Rating
Intern learned the appropriate skills/knowledge that was expected or needed in the internship	
Intern was quick to learn	
Intern asked questions if they did not understand something	
Intern showed an ability to understand their mistakes	
Intern showed an ability to take feedback and apply it to future tasks	

Attitude & Dependability	Rating
Intern showed enthusiasm for the work they were doing	
Intern displayed enjoyment for the work they were doing	
Intern was on time for their shift	

Intern could be trusted to carry out tasks they were assigned in a timely manner	
Intern applied themselves and does their very best at the tasks they were assigned	

Application of Work

Rating

Intern used their academic knowledge and applied it to their tasks	
Intern displayed an understanding of the importance of this job and the tasks they were assigned	

Quality of Work & Dedication

Rating

Intern did an exceptional job at whatever task they were assigned	
Intern produced neat and timely work when assigned tasks	
Intern asked questions if needed in order to produce the desired work when assigned tasks	
Intern was dedicated to producing the best quality of work that was possible at their current skill level	
Intern tried their best at any and all tasks assigned to them	

Additional Comments:

Please rate each item on a scale of 1 to 5 (1 being low and 5 being high). Then, comment on each of these areas specifically, if necessary.

<u>I.SUPERVISION</u>	<u>Rating</u>	<u>Comments</u>
Ability to seek and use help		
Openness to constructive criticism		
Ability to work independently when needed		

<u>II.PERSONAL QUALITIES</u>	<u>Rating</u>	<u>Comments</u>
Decision-making		
Trust and confidentiality		
Initiative		
Creativity		
Dependability		
Punctuality		
Personal appearance		
Ability and willingness to learn		
Adaptability		
Adherence to agency rules/norms		

<u>III.SKILLS</u>	<u>Rating</u>	<u>Comments</u>
Verbal communication		
Written communication		
Analyzing problems		
Problem solving		
Organizing/seeing assignments to completion		
Making and meeting deadlines		

IV. JOB PERFORMANCE

List 4 to 6 primary tasks performed by the student in fulfilling his/her job responsibilities. Rate performance of each.

What would you say the intern's strongest attributes, skills, and/or knowledge, both personally and professionally, are? Why?

What would you say the intern's weakest attributes, skills, and/or knowledge, both personally and professionally, are? Why?

Please sign below and return to:

Zoe Hess, MS, LSC
Faculty Supervisor of Internships
Psychology Program
Department of Social Sciences
Southwest Minnesota State University
Marshall, MN 56258
Phone: (507)-537-7585 Email: zoe.hess.2@smsu.edu

Intern signature

Date

Site Supervisor signature

Date

Faculty Supervisor signature

Date

Final Evaluation Form
Intern's Final Evaluation of Internship Site and Experience

Intern: _____

Intern Job Title: _____

Phone: _____

Email: _____

Date Started Internship: _____

Date of Evaluation: _____

Supervisor Name: _____

Place of Internship: _____

Evaluation of Personal Experience

Please circle the rating that best applies to you. (1 indicating Not At All, 5 indicating A Great Deal)

Great Deal

Not at All

A

1.How much did you learn from working at your site?	1	2	3	4	5
2.Do you think you made a significant contribution to your community?	1	2	3	4	5
3.Did your experience increase your level of commitment to “get involved” in your community?	1	2	3	4	5
4.How well did this course enable you to integrate your classroom learning?	1	2	3	4	5
5.To what extent did your assigned tasks facilitate your internship contract goals & objectives?	1	2	3	4	5
6.Did your internship experience have any effect on the following?					
a. improved relationships with SMSU faculty	1	2	3	4	5
b. increased desire to stay in college	1	2	3	4	5
c. heightened self-confidence	1	2	3	4	5
d. heightened insight into personal strengths and weaknesses	1	2	3	4	5
e. enhanced ability to work and learn independently	1	2	3	4	5
7.In what way did your Internship experience change your career or educational plans?					
Confirmed your plans					
Decided to change career plans					
Made you question your previous choice					
Had no effect					

Additional Comments:

Performance of Internship Site

Please circle the rating that best applies to you. (1 indicating Not At All, 5 indicating A Great Deal)

Great Deal	Not at All					A
1.How challenging was your work?	1	2	3	4	5	
2.Were your tasks / assignments clear?	1	2	3	4	5	
3.Were your tasks / assignments interesting?	1	2	3	4	5	
4.Were persons at your site helpful?	1	2	3	4	5	
5.Were you given adequate orientation / training?	1	2	3	4	5	
6.Did your site provide you with enough work?	1	2	3	4	5	
7.How relevant was your classroom learning to your internship placement?	1	2	3	4	5	

Please rate your experience with the following. (1 being Negative, 3 Neutral, 5 Positive)

	Negative			Positive	
Supervision	1	2	3	4	5
Acceptance and support	1	2	3	4	5
Recognition of your efforts	1	2	3	4	5
Work environment	1	2	3	4	5

Please rate your experience with the following. (1 being No, 3 Somewhat, 5 Yes)

	No	Somewhat			Yes
9.Did your program fulfill your initial expectations?	1	2	3	4	5
10.Are you thinking of continuing to work at this site, or engage in any other internship?	1	2	3	4	5
11.Would you recommend to your friends that they take an internship course?	1	2	3	4	5
12.In what ways, if any, can your site improve the experience for future internship students?					

Performance of Faculty Supervisor

Please rate your experience with the following. (1 being No, 3 Somewhat, 5 Yes)

	No	Somewhat			Yes
1. I got enough information and assistance from the Internship Faculty Supervisor.	1	2	3	4	5
2. I felt I could go to my Faculty Supervisor with any questions or concerns I had regarding my internship.	1	2	3	4	5
3. The different roles of the Faculty Supervisor and Site Supervisor were clear.	1	2	3	4	5
4. The Faculty Supervisor helped me with my internship experience, if I needed.	1	2	3	4	5
5. The Faculty Supervisor made the required documents easy to find.	1	2	3	4	5

Additional Comments:

Please sign below and return to:

Zoe Hess, MS, LSC

Faculty Supervisor of Internships
Psychology Program
Department of Social Sciences
Southwest Minnesota State University
Marshall, MN 56258
Phone: (507)-537-7585 Email: zoe.hess.2@smsu.edu

Intern signature

Date

Faculty Supervisor signature

Date