

MANSFIELD UNIVERSITY
DEPARTMENT OF PSYCHOLOGY

INTERNSHIP GUIDE

***A MANUAL FOR STUDENTS HOPING TO
OBTAIN AND COMPLETE AN APPLIED
INTERNSHIP (PSY 4495)***



<http://mansfield.edu/psychology/>

M:\PSYCH\Internship Guide\Revised 8/19

Mansfield University

Department of Psychology
Internship Guide (PSY 4495)

Table of Contents

➤ **THE PSYCHOLOGY INTERNSHIP EXPERIENCE**

➤ **THE INTERNSHIP PROCESS**

- **PLANNING, APPROVAL AND REGISTRATION**
- **Prior to leaving campus**
- **AS YOU BEGIN YOUR INTERNSHIP**
- **DURING YOUR INTERNSHIP**
- **FINISHING YOUR INTERNSHIP**
- **INTERNSHIP PROCESS CHECKLIST**

➤ **FORMS AND RESOURCES**

- **INTERNSHIP APPLICATION FORM (PSYCHOLOGY DEPARTMENT).**
- **SAMPLE STUDENT RESUME**
- **SAMPLE LETTER OF INTRODUCTION (HRM)**
- **SAMPLE LETTER OF INTRODUCTION (PSY)**
- **SAMPLE LETTER OF UNDERSTANDING**
- **DEVELOPING INTERNSHIP GOALS (PSY INTERNS ONLY)**
- **GOAL STATEMENT FORM (HRM SAMPLE)**
- **GOAL STATEMENT FORM (PSY SAMPLE)**
- **GOAL PROGRESS NOTES FORMAT**
- **INTERN TRACKING FORM**
- **STUDENT PERFORMANCE EVALUATION**
- **DAILY TIME LOG**
- **PLACEMENT SUMMARY FORM**
- **INFORMATION FOR PSYCHOLOGY AND HUMAN RESOURCE MANAGEMENT INTERNSHIP SUPERVISORS**

The Psychology Internship Experience:

The Internship Experience has been an opportunity valued by many psychology students at Mansfield University for over three decades. Junior or senior students may elect to spend a semester, a summer, or a portion of the summer, off campus in an applied setting where they gain first hand exposure to critical issues in the work place. Mansfield's psychology faculty believe that such an experience can provide students with valuable practical training not available in the classroom and assist them in making important career decisions.

We believe that the format of Internship Experiences should be flexible to permit placement in a variety of agencies and institutions as the needs and interests of individual students require. The Department has established informal working relationships with various health care and mental health facilities, correctional agencies, social welfare agencies, human resource departments in government and businesses, and so on.

Regardless of the type of placement, we believe (a) it is important for students to receive adequate supervision from a staff member of the organization, and (b) tasks must be carefully selected to meet each student's training needs and interests. Experiences are always based on a planning process that requires identification of specific goals and tasks to meet the goals. We ask that a supervising staff member meet regularly with the student, review progress toward the goals, and provide an evaluation at the end of the experience. A faculty member from the Psychology Department typically visits the placement to meet with the student and supervisor. Students normally work at least 40 hours to receive 1 academic credit. A minimum of 6 credits is required to meet the basic expectations; a maximum of 12 credits may be awarded.

[\[Return to Table of Contents\]](#)

The Internship Process

Internship Planning, Approval and Registration

To begin the process of planning an Internship Experience, you should meet with your faculty advisor to discuss your interests. This should occur about 1 year in advance of the semester you would like to begin your Internship Experience. The Psychology Department maintains reports on recent experiences that can be reviewed at your convenience in the Department Reading Room. After talking with your advisor, you should complete the [Internship Application](#) included in this manual and meet with the faculty member who will be supervising your placement (your “Faculty Director”). You should attach to your application a printed copy of your most recent program evaluation and a cover letter to the Psychology Faculty describing: a. your academic goals and interests related to doing an internship, and b. your academic progress, accomplishments and grades. This should occur at least 120 days before you actually plan to begin. The Psychology faculty will review your application and, if approved, you and a faculty director will begin to plan the actual experience.

It is important to note that not all applications are approved. Faculty reserve the right to reject any application they believe is not in the best interests of the student and the Department. If you have less than a 3.0 average in your major courses, you should address that issue in the letter you submit as part of your application. If your application is not approved, your advisor will consult with you about alternate possibilities for meeting graduation requirements.

Carefully review and follow the [Internship Process Checklist](#) to start planning your Internship Experience.

After Approval. If you are approved for a placement, you again meet with your Faculty Director to plan and identify an appropriate internship facility. The director will help you prepare your résumé and send it with a cover letter to possible placements. See the [sample student résumé](#) and the sample student [letter of introduction \(Psychology\)](#) and sample [letter of introduction \(HRM\)](#) to use as models in this process. Your correspondence is likely to lead to an interview with potential agencies or programs. You may wish to discuss with the Faculty Director what is likely to come up in the interview so that you are well prepared.

You may have several interviews before you are accepted or decide on the appropriate placement for your Internship Experience. Keep your Faculty Director advised of all developments and placement contacts. Once a suitable placement is identified and approved by your Faculty Director, send a [confirmation letter](#) to your placement contact/**Site Supervisor** confirming your intentions and detailing the hours, dates and times of your expected internship and give your Faculty Director a copy of this final correspondence. The letter should include mention of the joint expectations of you and the on-site supervisor (as discussed in the interview), as well as a general description of what you expect to do during your placement and dates for commencement and termination of the internship.

Confirm that your Faculty director has also corresponded with your internship Site Supervisor and that a required [Internship Agreement](#) between the University and the placement organization is completed. (This must be done in order for you to register for internship credits)

Next, you need to make sure that all of the campus paperwork is complete. Download the University Internship Form (from the Registrar) and complete the first page and the top of the second page and then bring it to your Faculty Supervisor at least 4 weeks prior to the end of the semester. This form, when approved, will result in you actually being registered for the internship.

Prior to leaving campus

Make sure your tuition and **fees are paid or make payment arrangements with [Student Accounts](#)** in Enrollment Services.

If you are working with minors in a school or other youth program, obtain and submit the forms in the *Clearance Packet* (Criminal Record Check [Act 34], FBI Clearance Card, Child Abuse Clearance [Act 151]) from the Educational Field Experiences Office in Retan Center or download the forms at <http://www.mansfield.edu/teacher/initial-clearance-instructions.cfm>.

Some organizations (e.g., hospitals) require a verification of your health. Check with your placement organization to see what, if anything, you need to do prior to beginning your internship.

Make sure you have communicated with your Internship Supervisor and re-confirm your starting date and time. You should also inform your Faculty Director of any changes in starting dates and times.

Professional Liability Insurance. The Psychology encourages students to carry professional liability insurance when they are placed with an outside agency for training experiences. The purchase of insurance is the responsibility of each student. The University is unable to provide such insurance for you. You should discuss the need for insurance with your on-site supervisor. If necessary for your placement or if you choose to have coverage, you may obtain your **Professional Liability Insurance** through the [APA Insurance Trust](#), which will require you to become a [Student Affiliate](#) of APA. You should make sure that you apply for the insurance at least 3 months in advance of when you expect to begin your placement.

As You Begin Your Internship

When you first arrive at your placement site, meet with your Internship Supervisor for an orientation and to clarify the expectations of you. Within a few days of beginning your internship, email your Faculty Director to confirm your status.

One of your first tasks will be the development of specific goals for the internship experience. Within 10 days from the time you start, we expect you to provide us with at least five (5) specific goals. The goals should be submitted to your on-site supervisor for review and promptly sent to your Psychology Faculty Director. The faculty director will provide you with feedback about the acceptability of the goals you have defined. The goal setting process is viewed with some flexibility. With advisement from your on-site supervisor, you may make modifications in goals or add new goals during the Internship Experience. Such changes should be reported to the faculty director and noted in your mid-term report and final reports.

For Psychology interns (not HRM), see the guidelines for [preparing internship goals memo](#).

See the blank [Goals Statement Form](#) and [sample Internship Goal Statements for Psychology](#) interns and [sample Internship Goal Statements for Human Resource Management](#) interns.

During Your Internship

You should keep an accurate [Time Log](#) throughout the internship. Your Internship Supervisor should verify the hours on the time log.

You should keep weekly progress notes in relation to each goal. The notes should include:

1. Identification of the goal and its corresponding number from the “internship goal statement,”
2. The current status of the goal and your progress toward the goal this past week.
3. Your plan for additional work toward the goal.
4. Any additional comments in relation to the goal.

For simplicity sake your progress notes can begin with a statement summarizing those goals already completed, e.g.: “Goals 1, 2 and 5 were completed in prior weeks.” You can then proceed with a report concerning those goals on which you are currently working.

See the [sample progress note \(Psychology\)](#) and [sample progress note \(HRM\)](#). A blank copy of the [Goal Progress form](#) is available for download from our web site.

Send **weekly Goal Progress Notes** to your Faculty Director, preferably via email. These progress notes will be reviewed when your Faculty Director visits.

If required by your Faculty Director, post a **weekly note on the internship D2L site** to share experiences with your peers.

Send an email message or call your Faculty Director if you have any concerns or questions. **(Don’t avoid communicating about problems that are building.)**

Prepare and send a **Mid-Term Report** (typed) that summarizes your progress on each goal and any related concerns to your Faculty Director and give a copy to your Internship Supervisor. The report should go to your faculty director about mid-way through the placement. You can determine this by calculating the number of weeks you plan to be on-site and dividing by 2. If you have any questions about the mid-term date, discuss the matter with your faculty director.

Contacts with Your Faculty Director. The Psychology faculty director will contact you a number of times during your Internship Experience. Shortly after you begin your placement, you will probably receive an email from the faculty director to learn how things are going. You may also wish to call the faculty director if you have any questions about University requirements or placement issues that you think might require his or her attention. The faculty director will also talk with you and your on-site supervisor to arrange at least one visit. You should prepare for the faculty director’s visits by making sure that all of your goal progress notes are up-to-date and pulling together samples of your work for the faculty director to review. The faculty director will also want to meet with your on-site supervisor to discuss your progress. You can help facilitate that process, as well, by making sure that your on-site supervisor is familiar with your goals and progress.

Trouble Shooting. Usually internship experiences proceed smoothly; most problems are minor and can be taken care of without intervention by the faculty director. If you are concerned about something that is happening during your placement, the first line of action should be with your on-site supervisor. Schedule a meeting with your Supervisor and raise your concerns directly but tactfully. Approach your concerns as a problem that can be solved, an opportunity to improve your internship experience. If for some reason you find that your on-site supervisor is unresponsive or you remain dissatisfied, you could then telephone or e-mail your faculty director for consultation. Often, he or she will have some ideas about how to resolve the situation. Should a resolution not be apparent, your faculty director may schedule a visit to meet with you and also talk with your on-site supervisor about the concerns.

Remember, internships are relatively brief in duration. It is important not to let problems that could be addressed slip by. Your faculty director cannot possibly know everything that is going on during your placement, and it is your responsibility to inform him or her if there are problems that need to be addressed.

As you Finish Your Internship

Prepare and submit a **Final Report** in APA style, suitable for inclusion in your Portfolio, to your Faculty Director. Give a copy to your Internship Supervisor. Please mail, do not fax, your reports to your Faculty Director. Your final report should include:

- A. A description of the site where you completed the Internship Experience.
- B. A description of your goals and job duties, including the type of clients served.
- C. Your analysis of progress on each of the identified goals.
- D. Major insights you obtained in relation to your job or career interests from the Internship Experience.
- E. Comments about things you liked most and least during your Internship Experience and any recommendations you would have for future interns who might come to this site.
- F. A final summary that describes the experience.

Normally your final report will be no more than 10 double-spaced pages in length.

Submit a completed [Internship Placement Summary Form](#) (typed) and with a final copy of your [Goals Statement Form](#) (typed and revised if appropriate) and your [Time Log](#) to your Faculty Director (verified by your Internship Supervisor).

Final Evaluation. Meet with your Internship Supervisor to review your completed [Student Performance Evaluation Form](#), and ask that it be submitted to your Faculty Director.

We believe that it is extremely important that you receive feedback about your performance during the Internship Experience. If you have any questions about your performance during the Internship Experience, you may wish to ask your on-site supervisor to provide you with some sort of mid-term evaluation using the form. Your faculty director will use the results from the [Student Performance Evaluation](#) as well as the progress notes and reports you submit to determine if you have performed satisfactorily during the internship experience and to assign a grade. You can help make the evaluation a satisfactory one if you keep the faculty director fully informed of your activities using the goal process. Also, it is important that your mid-term and final reports be complete and well documented.

See an example of an individualized [intern paperwork tracking form](#).

Psychology Internship Process Checklist

Internship Planning, Approval and Registration:

- At least two semesters prior to when you hope to do an internship, meet with your advisor to inquire about the internship experience.
- Review the entire **Internship Manual**.
- Complete the Psychology Department **Internship Application** and supporting documents by the deadlines noted on the application form and submit it to either Dr. Loher or Dr. Sechrist.
- After receiving notification of your approval to do the internship by the Department faculty, meet with the **Faculty Director** who will work with you during the internship and begin planning a specific internship experience.
- Update your resume and plan correspondence with possible placements.
- As appropriate, interview at possible placements.
- Keep your Faculty Director advised of all developments and placement contacts.
- Once a suitable placement is identified and approved by your Faculty Director, send a confirmation letter (see sample) to your placement contact/**Site Supervisor** confirming your intentions and detailing the hours, dates and times of your expected internship and give your Faculty Director a copy of this final correspondence.
- Confirm that your Faculty director has also corresponded with your internship Site Supervisor and that a required [Affiliation Agreement](#) between the University and the placement organization is completed. (This must be done in order for you to register for internship credits)
- Download the University [Internship Form](#) (from the Registrar) and complete the first page and the top of the second page and then bring it to your Faculty Supervisor at least 4 weeks prior to the end of the semester. This form, when approved, will result in you actually being registered for the internship.

Prior to leaving campus:

- Make sure your tuition and **fees are paid or make payment arrangements with [Student Accounts](#)** in Enrollment Services.
- If you are working with minors in a school or other youth program, obtain and submit the forms in the *Clearance Packet* (Criminal Record Check [Act 34], FBI Clearance Card, Child Abuse Clearance [Act 151]) from the Educational Field Experiences Office in Retan Center or download the forms at <http://www.mansfield.edu/%7Eteacher/>.
- If necessary for your placement or if you choose to have coverage, you may obtain your **Professional Liability Insurance** through the [APA Insurance Trust](#), which will require you to become a [Student Affiliate](#) of APA.
- Some organizations (e.g., hospitals) require a verification of your health.

Before you actually begin the internship:

- Make sure you have communicated with your Internship Supervisor and re-confirm your starting date and time.

- Inform your Faculty Director of any changes in starting dates and times.

As you begin your internship:

- Meet with your Internship Supervisor and clarify expectations.
- Within a few days of beginning your internship, email your Faculty Director to confirm your status.
- Begin work on your **Internship Goals Statement** in discussion with your Internship Supervisor.
- Send your completed **Internship Goals Statement** (typed) to your Faculty Director within 10 working days of starting your placement. (Contact your Faculty Director if your goals will be delayed.)

During your internship:

- Keep an accurate **Time Log** throughout the internship. Your Internship Supervisor should verify the hours on the time log.
- Send **weekly Goal Progress Notes** to your Faculty Director, preferably via email. These progress notes will be reviewed when your Faculty Director visits.
- Prepare and send a **Mid-Term Report** (typed) that summarizes your progress on each goal and any related concerns to your Faculty Director and give a copy to your Internship Supervisor.
- If required by your Faculty Director, post a **weekly note on the internship D2L site** to share experiences with your peers.
- Send an email message or call your Faculty Director if you have any concerns or questions. (**Don't avoid communicating about problems that are building.**)

As you finish your internship:

- Prepare and submit a **Final Report** in APA style, suitable for inclusion in your Portfolio, to your Faculty Director. Give a copy to your Internship Supervisor. Please mail, do not fax, your reports to your Faculty Director.
- Submitted a completed **Internship Placement Summary Form** (typed) and with a **final copy of your Goals Statement** (typed and revised if appropriate) and your **Time Log** to your Faculty Director (verified by your Internship Supervisor).
- Meet with your Internship Supervisor to review your completed **Student Performance Evaluation Form**, and ask that it be submitted to your Faculty Director.

[**\[Return to Table of Contents\]**](#)

Mansfield University - Department of Psychology
PSY 4495 - INTERNSHIP APPLICATION

Instructions: Before completing this form, carefully read the Department's Requirements for the Internship Experience. Meet with your advisor to discuss whether the internship is the best "capstone" experience for you and how an internship fits with your career goals. Prepare the following and review them with your advisor:

1. This application form
2. A printed copy of your most recent program evaluation
3. A cover letter to the Psychology Faculty describing:
 - a. Your academic goals and interests related to doing an internship
 - b. Your academic progress, accomplishments and grades.

After obtaining your advisor's approval, return this form to either Dr. Loher (HRM Concentration) or Dr. Sechrist by **March 15 for a Summer or Fall Internship; October 15 for a Spring Internship.**

Your Name:		Advisor:	
Phone:		Email address:	
Credits completed:	Concentration(s):	Major GPA:	Cumulative GPA:
Check one:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
Credits requested for the internship (40 hours of intern experience = 1 credit):			
Type of Experience Desired (list first and second choices, e.g. working with children, adolescents, human resources, public health ...):			
Specific Agencies Requested (if any):			
Geographical Area Requested (if any):			
Student Signature: _____		Date: _____	
Advisor Signature: _____		Date: _____	

DO NOT COMPLETE BELOW THIS LINE

Student Conference Dates:	
Intern Site Correspondence & Final Arrangements:	
Site Supervisor, Title & Contact Information:	
Site Name and Address:	
Starting date:	Ending date:
Internship Committee Approval Date:	
Orientation Date:	

[**\[Return to Table of Contents\]**](#)

Sample Resume

Lillian W. Onarimba

47 Vesuvius St., Olympus, PA 16221

E-mail: OnarimbaL@mounties.mansfield.edu Cell: 570-823-9921

Objective

Seeking a position as a mobile therapist at Guardians Community Health Center.

Education

Bachelor of Science in Psychology - Counseling Concentration May 2015 (anticipated)
Mansfield University, Mansfield, PA 16933
Minor in Leadership

Work Experience

Facilitator – Danville State Hospital, Danville, PA 17821 October 2014 – Present

- Perform client intake procedures
- Compile records using Onyx 3.7 client management system
- Interact with members of the holistic health team

Internship – Schwarzwald Helping Center, West Bungy, PA 16901 May 2014 – August 2014

- Observed group counseling sessions
- Applied cognitive behavior therapy in counseling sessions
- Wrote summary reports of sessions and received feedback

Bartender – Acme Bar and Grill, Montoursville, PA July 2013 – April 2014

- Mixed and served drinks to customers
- Communicated with serving staff
- Monitored customer behavior and took actions as needed

Skills

Leadership Skills

- Schedule meetings and develop agendas
- Evaluate team members' performance and provide timely performance feedback
- Implement all phases of a progressive discipline system

Communication Skills

- Communicate effectively with a diverse group of coworkers and clients/customers
- Public speaking in front of a wide range of audiences
- Write summary reports for client files

Computer Skills

- Microsoft Office 2013
- Onyx 3.7 CMS (Client Management Software)
- IBM SPSS for Windows (Data Analysis Software)

Activities/Organizations

- Psi Chi, Psychology International Honor Society, Vice President Sept. 2013 – May 2014
 - Habitat for Humanity May 2012 – July 2014
-

- References Available Upon Request -

(SAMPLE) LETTER OF INTRODUCTION (HRM)

Box 352 (Your Full Address)
Oak Manor
Mansfield University
Mansfield, PA 16933

month day, 20xx (Date)

Company Name
Company Address
Company City State Zip

Ms. Jane Doe:

I am presently a Human Resource Management student in the Department of Psychology at Mansfield University. One of my undergraduate requirements involves completion of an Internship Experience. I am writing to inquire if your company accepts student interns in the Human Resources department. If you do, I would like to apply for a possible placement during the Summer 20xx semester.

The Mansfield Internship Experience is based on a goal-oriented process. The Department would require that I identify at least 5 specific goals within the first 10 days of my placement. Subsequently, I would need to monitor accomplishment of those goals.

Enclosed is a copy of my résumé. As you can see, my course work involves a balance between courses in Human Resource Management, Business Administration, and Psychology.

I will be contacting you in the week of February 1 to further discuss internship opportunities at _____ (name of company or organization).

Sincerely,

Allison Student
(570) 662-5555

as

cc: Dr. _____ (Insert M.U. Internship Director's Name)
Mansfield University, Department of Psychology

Enclosure

[\[Return to Table of Contents\]](#)

(SAMPLE) LETTER OF INTRODUCTION (PSYCHOLOGY)

Box 352 (Your Full Address)
Oak Manor
Mansfield University
Mansfield, PA 16933

month day, 20xx (Date)

Agency Name
Agency Address
Agency City State Zip

Ms. Jane Doe:

I am presently a Psychology student in the Department of Psychology at Mansfield University. One of my undergraduate requirements involves completion of an Internship Experience. I am writing to inquire if your agency or program accepts student interns. If you do, I would like to apply for a possible placement during the Summer 20xx semester.

The Mansfield Internship Experience is based on a goal-oriented process. The Department would require that I identify at least 5 specific goals within the first 10 days of my placement. Subsequently, I would need to monitor accomplishment of those goals.

Enclosed is a copy of my résumé. As you can see, my course work involves a balance of courses in several areas of Psychology.

I will be contacting you in the week of February 1 to further discuss internship opportunities at _____ (name of agency or program).

Sincerely,

Allison Student
(570) 662-5555

as

cc: Dr. _____ (Insert M.U. Internship Director's Name)
Mansfield University, Department of Psychology

Enclosure

[\[Return to Table of Contents\]](#)

(Sample) Letter of Understanding

Box 352 (Your Full Address)
Oak Manor
Mansfield University
Mansfield, PA 16933

month day, 20xx (Date)

Ms. Jane Doe (Insert name, title and address of internship supervisor here.)
Agency/Organization Name
Agency Address
Agency City State Zip

Dear Ms. Doe:

I very much appreciated the opportunity to meet with you on March 15 and discuss the possibility of an Internship Experience with your _____ (insert company, agency, or program name). I am pleased to accept your offer of an internship during the summer semester.

Per our discussion, I plan to begin my placement on May 22, 20xx. I will expect to work with your department the 12 weeks that follow ending on August 11, 20xx and complete a total of 480 hours.

I believe that you can expect to hear from my faculty director. He or she will provide additional information about the University's expectations.

Should you need to contact me, I can usually be reached in my residence hall during the mornings. My phone number there is 570-662-9989. Alternatively, my e-mail address is studenta@mounties.mansfield.edu.

Thank you again for your willingness to consider me as an intern in your department (or program). I look forward to to working with you.

Sincerely,

Allison Student
Student

aj

CC: Faculty Director (insert the name of your faculty director)
Department of Psychology

[\[Return to Table of Contents\]](#)

Psychology Department Intern Tracking Form

Name:	Gladys Gookenschleimer					
Intern Credits:	12 (480 hours)					
Intern Begin Date:	May 14, 20xx					
Intern End Date:	August 3, 20xx					
Checklist for Required Forms & Documents						
Application to Department:						✓
Letter of Introduction & Resume for Potential Site:						✓
Letter of Understanding for Site:						✓
Permission to Register for Internship Form (Provost):						✓
Liability Insurance (if applicable):						✓
Internship Goals Statement Form (minimum of 5 goals specified)						✓
Weekly Progress Notes for Week of :	1	05/14/xx	✓	9	07/09/xx	✓
	2	05/21/xx	✓	10	07/16/xx	✓
	3	05/28/xx	✓	11	07/23/xx	✓
	4	06/04/xx	✓	12	07/30/xx	✓
	5	06/11/xx	✓	13		NA
	6	06/18/xx	✓	14		NA
	7	06/25/xx	✓	15		NA
	8	07/02/xx	✓			
Site Visit Date:						06/21/xx
Mid-term Report: (Due at time of site visit)						✓
Site Supervisor Evaluation Form:						✓
Internship Experience Daily Time Log:						✓
Intern Evaluation of Site: ("Internship Experience Placement Summary" and attach a "clean" copy of your revised Internship Goals Statement form.)						✓
Final Report:						✓

[***\[Return to Table of Contents\]***](#)

Developing Internship Goals (for Psychology Interns, not HRM interns)

Your internship goals should reflect your development as a student in psychology. They should speak to the learning goals we have for all our students in the Psychology curriculum. The list that follows and the examples given are based on the learning goals suggested by the Task Force on Undergraduate Psychology Major Learning Goals and Outcomes (2002) of the American Psychological Association:

- 1. Applying psychology to personal, social, and organizational issues**
- 2. Developing and applying values in psychology**
- 3. Communicating effectively**
- 4. Engaging in personal development**
- 5. Implementing career planning and development**

As you work with your on-site supervisor to develop and write each of your goals, decide where each one fits within these five broad overarching goals. Develop at least one goal in each of the five goal areas. You will be expected to specifically report on your growth and attainment in these areas in your goal progress notes and formal internship reports.

To help you get started, here are sample goals in each of the 5 highlighted areas:

Applying psychology: “To research, understand and apply psychological knowledge directly related to ... (the clients or target ‘audience’ of your internship setting).”

Applying values in psychology: “To understand how ethical principles and other values underlying the discipline of psychology affect the services offered by ... (your internship setting).”

Communicating effectively: “To develop my helping skills (effective listening, speaking, and counseling intervention skills).” and “To develop my written communication skills, by ... (e.g., writing case notes, developing reports on my work, etc.).”

Personal development: “To grow as a person by assuming professional responsibilities, gaining insight into my own and other’s behavior and mental processes and effectively engaging in self-management and self-improvement.”

Career planning and development: “To contact and meet with key professionals in ... (internship setting) to learn about professional roles and career opportunities and develop my own career focus.”

These are the required areas. You may develop other goals. Some examples of these include:

- “Construct and implement a survey that assesses client attitudes toward...”
- “Research information on problems associated with and approaches to treatment for ... (xxx syndrome, diagnosis, or client situation) and make a written and oral report to ... (my supervisor, the unit treatment team) about best practices in this area.”
- “To explore the cultural and socio-economic factors affecting the lives of the clients in this agency and the impact on the effectiveness of our services and to summarize my findings in a brief written report.”
- “Complete the 6-hour safety workshop to know how to respond to emotionally volatile or dangerous clients.”
- “Learn about the types and appropriate uses of psychotropic medication and the effects on clients.”
- “Learn about the multi-disciplinary and multi-agency services available to children served by our agency and the role and utility of each.”

Your supervisor will also help you develop goals that are specific tasks or activities unique to your internship setting. **Please keep the focus on your learning and development as you design and implement these goals.**

You will be reporting weekly on your progress toward each of your goals and your midterm and final reports will summarize that progress on each goal. You should strive to show tangible evidence that you are making progress on your goals, especially by showing specific examples and products of your learning and activity in each goal area.

Remember, the examples above are just that, examples, but they are intended to focus you and to give you a foundation upon which you can customize your internship goals. You may go beyond the examples given here to make your internship as rewarding as it can possibly be. Your campus internship coordinator is available and eager to assist you in designing and strengthening your goals.

Reference:

Task Force on Undergraduate Psychology Major Learning Goals and Outcomes. (2002). *Report on Undergraduate Psychology Major Learning Goals and Outcomes*. Washington, DC: American Psychological Association.

Questions:

Contact: Dr. Gretchen Sechrist, 570-662-4778, gsechris@mansfield.edu

Revised 8/7/2019

(SAMPLE) GOALS STATEMENT FORM (PSY)

INTERNSHIP GOALS STATEMENT		
Name of Student	Allison Student	
Internship Facility	Rural County Children and Youth Services	
M.U. Faculty Supervisor	Dr. John Doe	
Placement Supervisor	Wanda Jones, M.A., LMHC	
Placement Supervisor Phone #	570-555-9999	
Placement Supervisor Email	wjones@ruralcountypa.com	
Dates of Placement	From: 1-16-20xx	To:
INTERNSHIP GOALS		
Goal #	DATE	GOAL
1	1/17/xx	To research the background, behavioral and mental issues of adult and child clients and develop an understanding of them in relationship to my study of Psychology.
2	1/17/xx	To understand how ethical principles and other values underlying the discipline of psychology affect the services offered by CYS.
3	1/17/xx	To develop my effective listening and speaking skills.
4	1/17/xx	To develop my written communication skills by writing memos, case notes, and other various paperwork.
5	1/17/xx	To grow as a person by assuming professional responsibilities, gaining insight into my own and other's behavior and mental processes and effectively engaging in self-management and self-improvement.
6	1/17/xx	To understand all process and steps CYS does to help their clients.
7	1/17/xx	To contact and meet with key professionals in CYS and the other services providers that they work with and explore my career opportunities in this field.
8	2/1/xx	To develop a small group activity for children in the SOAR program.
9	4/13/xx	To analyze and summarize the results of the annual client survey.
Date Received by Internship Faculty Director:		

[**\[Return to Table of Contents\]**](#)

(SAMPLE) GOALS STATEMENT FORM (HRM)

INTERNSHIP GOALS STATEMENT	
Name of Student	Allison Student
Internship Facility	Mercy Hospital, HR Office
M.U. Faculty Supervisor	Dr. John Doe
Placement Supervisor	Wanda Jones
Placement Supervisor Phone #	570-555-9999
Placement Supervisor Email	wjones@mercyhospital.com
Dates of Placement	From: 1-16-20xx To:

INTERNSHIP GOALS			
#	DATE	GOAL	RECORD OF COMPLETION/CHANGE
1	1/17/xx	Learn how to prepare employee job descriptions.	Completed 3/15/xx
2	1/17/xx	Develop a working understanding of the Affirmative Action Policies in effect at Mercy Hospital.	Completed 3/18/xx
3	1/17/xx	Learn how to plan an initial employee-screening interview and administer at least 5 supervised interviews.	Completed 4/5/xx
4	1/17/xx	Develop an understanding of the employee grievance system and draft a response to an employee grievance.	Completed 4/8/xx
5	1/17/xx	Update personnel files of all custodial staff, checking to see that records are current and complete.	Completed 5/4/xx

Date Received by Internship Faculty Director:

[\[Return to Table of Contents\]](#)

INTERNSHIP GOAL PROGRESS NOTES

STUDENT	
NAME OF FACILITY	
WEEK OF	
Goal 1 – Understanding Clients	
Status & Progress	I completed write-ups on two observations done last week. The write-ups were basically acceptable with exceptions of ... Supervisor suggested I rewrite the observations for discussion next week. In addition I will attempt two more observations next week.
Plan	I plan on observing the behavior of two more children and prepare write-ups for my next supervisor meeting.
Comments	I found this a difficult task to do because ... However, I feel that the rewrite will be acceptable.
Goal 2 – Developing Verbal Communication Skills	
Status & Progress	I actively participated in two staff meetings this week. I also participated in the daily support group for Clients. I was much more active this week than last.
Plan	I am going to be co-facilitating “morning group” next week and my supervisor has asked me to start the meetings and set the agenda with the clients. I will also be participating in two more staff meetings where I expect to actively contribute my ideas.
Comments	I’m seeing my self-confidence grow, and I’m more assertively speaking up in staff meetings. I realize that I need to become more familiar with the terminology staff regularly use.
Goal 3 – Understanding of Ethical Issues	
Status & Progress
Plan
Comments
Goal 4 – xxx (etc.)	
Status & Progress	
Plan	
Comments	

[\[Return to Table of Contents\]](#)

Mansfield University Psychology Department

INTERNSHIP EXPERIENCE PLACEMENT SUMMARY (PLEASE TYPE!)

Name:

Dates of Placement:

___/___/___ - ___/___/___

Agency/Organization:

Supervisor Name:

Supervisor Title:

Address:

Phone # & email:

**Hours Completed
(40 x no. of credits minimum):**

Summary of important activities and roles during placement:

Highlights (most valuable learning experiences) & **Special Issues** (e.g., prerequisite skills, interests or concerns for future interns):

Recommendation for future students considering placement (1-5 scale; 1=not recommended, 5=highly recommended): _____

Submitted by (Student Signature):

Date:

Received by (Campus Faculty Director):

Date:

Attach a revised or final copy of your Goal Statement Form.

[**\[Return to Table of Contents\]**](#)

Mansfield University Psychology Department
INTERN PERFORMANCE EVALUATION

Intern Name: _____ Date of Evaluation: _____

Organization: _____ Supervisor: _____

Please circle the response that best reflects your perception of the intern's performance. NA means that you are not able to assess the student relative to the given dimension.

	Below Expectations		Meets Expectations		Above Expectations	Not Able to Assess
1. Knowledge of relevant information, concepts, and issues	1	2	3	4	5	NA
2. Ability to use professional terminology	1	2	3	4	5	NA
3. Written communication (e.g., memos, reports)	1	2	3	4	5	NA
4. Oral communication (e.g., speaking to groups)	1	2	3	4	5	NA
5. Analysis and synthesis of relevant information	1	2	3	4	5	NA
6. Openness to alternative perspectives	1	2	3	4	5	NA
7. Ability to respond to questions from peers and clients	1	2	3	4	5	NA
8. Acceptance of constructive feedback and supervision	1	2	3	4	5	NA
9. Following instructions & asking questions as needed	1	2	3	4	5	NA
10. Initiative - willingness to seek and assume responsibility	1	2	3	4	5	NA
11. Time management in accomplishing tasks	1	2	3	4	5	NA
12. Professionalism (e.g., timeliness, attire, reliability, attitude)	1	2	3	4	5	NA
13. Quality of work - degree of excellence and effectiveness	1	2	3	4	5	NA
14. Quantity of work - in relation to time expectations	1	2	3	4	5	NA

Supervisor's comments: Please list examples here or on a separate page about tasks where the student has excelled **AND** any recommended areas of improvement:

Intern's Comments: The student may add comments here or on a separate page:

Supervisor's Signature: _____

Date: _____

I have read this evaluation and discussed it with my supervisor.

Intern Signature: _____

Date: _____

Faculty Supervisor: _____

Date: _____

[**\[Return to Table of Contents\]**](#)

IMPORTANT INFORMATION FOR PSYCHOLOGY AND HUMAN RESOURCE MANAGEMENT INTERNSHIP SUPERVISORS

We appreciate your consideration in supervising one of Mansfield's students. The *Internship* has been an opportunity valued by many psychology students at Mansfield University for more than three decades. Our department has developed relationships with business organizations and human service agencies in Pennsylvania, New York and elsewhere. These relationships enable our junior or senior students to spend a semester, a summer, or a portion of the summer, off campus in an applied setting where they gain first hand exposure to critical issues in the work place. We find that the experience provides students with valuable practical training not available in the classroom and often assists them in making important career decisions. The format of Internship Experiences is flexible to permit placement in a variety of organizations as the needs and interests of individual students require. We have informal working relationships with health care and mental health facilities, correctional agencies, social welfare agencies, human resource departments in government and businesses and others as specific needs arise. The department screens students before they are recommended for an internship placement. Not all students are approved, and potential supervisors are informed by a faculty liaison if we have significant reservations about any student.

Our Expectations

Regardless of the type of placement, we believe (a) it is important for students to receive adequate supervision from a staff member of the organization, and (b) that tasks must be carefully selected to meet each student's training needs and interests. Experiences are always based on a planning process that identifies specific goals and tasks. We ask that a supervising staff member meet regularly with the student, review progress toward the goals, and complete a structured evaluation at the end of the experience. A faculty member from the Psychology Department typically visits the placement to meet with the student and supervisor. Students normally must work at least 40 hours to receive 1 academic credit. A minimum of 6 credits is required to meet our basic requirements. A maximum of 12 credits may be awarded.

A Note about Liability Insurance

We strongly encourage all interns to carry professional liability insurance. Such insurance is available to students at a reasonable rate through an American Psychological Association plan. The purchase of insurance is the responsibility of each student, and Mansfield University is unable to assume responsibility for the actions of its students when they are working within other organizations. Supervisors are encouraged to discuss this matter with potential interns.

Getting Started

As students begin their placements, we expect them to submit to us at least five specific goals within 10 days. We assume that the on-site supervisor will review the goals with the student before they are sent to us. Our faculty liaison will provide students with feedback about the acceptability of the goals. Students are also expected to maintain weekly progress notes in relation to each goal. The student and faculty liaison will establish a plan to ensure a regular review of the progress toward the goals. Students may modify goals with their supervisor's consultation, and changes should be reported to the faculty liaison via a mid-term report and the final report. All students are provided with a comprehensive manual that illustrates the goal

attainment and evaluation processes. Students and supervisors are contacted by the faculty liaison regularly during the placement. Faculty are also available by telephone for consultation any time it may be necessary. If you have any questions as you read this or meet with one of our students, we encourage you to call.

Developing an Internship Affiliation Agreement

We are required to have in place an Affiliation Agreement between the University and the host internship site for each internship placement. An Affiliation Agreement is a legal agreement between Mansfield University, your organization, and the Pennsylvania State System of Higher Education (PASSHE). An Affiliation Agreement *must* be in place before you host a Mansfield intern. The template for an affiliation agreement can be found at:

<http://career.mansfield.edu/upload/InternshipAgreementForms.pdf>

While an approved agreement is valid for up to five years, your decision to take an intern once does not obligate you to take additional interns. Please contact us if you have any questions about this process or the agreement template.

To initiate an agreement, please download, read, fill out completely, print, sign, and send by mail two original copies of the Affiliation Agreement. Please indicate the major(s) and/or department(s) from which you anticipate hosting interns in a separate letter or memo. The signed Affiliation Agreements and letter can then be mailed to: Office of the Deans, 510 North Hall, 5 Swan Street, Mansfield University, Mansfield, PA 16933.

For further information...

Gretchen Sechrist, PhD, Chairperson, Department of Psychology

Phone: 570-662-4778 email: gsechris@mansfield.edu

Brian Loher, PhD, Coordinator, Human Resource Management Concentration, Department of Psychology

Phone: 570-662-4777 email: bloher@mansfield.edu

DEPARTMENT OF PSYCHOLOGY, MANSFIELD UNIVERSITY MANSFIELD, PA 16933

570-662-4770 FAX 570-662-4106

Visit us on the Web at: <http://mansfield.edu/psychology/>

[\[Return to Table of Contents\]](#)
