Requirements for Internships

Summary of Essential Steps:

- Student completes and seeks approval of internship application
- Student finds and seeks approval for a property credentialed site supervisor
- Student maintains daily log of activities
- Site supervisor completes mid-term report half way through the internship semester
- Site supervisor completes narrative report at the conclusion of the internship semester
- Student completes internship journal and report at the conclusion of the semester

The major requirements for an internship at the graduate level are:

1. **Completion of the application for the internship** (attached) indicates the location and duration of the internship, the goals of the experience and methods of attainment. The application must be signed by the internship supervisor, student, and the core faculty advisor before commencing the activity. Internship supervisors must be certified for the role.

2. **Maintenance of an Internship Daily Log** are simply notes of noteworthy events and learning that takes place during the experience. Hours and dates should be indicated which verify the contact hours and the events. The log should be signed by the internship supervisor at the second and the final three-way conference as being accurate. The log is turned in at the conclusion of the activity with the Internship Journal, as is. It does not need to be typed.

3. **Keeping an Internship Journal**: As the primary purpose of the internship journal is to encourage personal reflection through self-reflection, it is imperative for students to consider essential critical incidents or experiences when formulating views of best practice. Some questions which may be used to guide the reflective process include:
   
a. What are the most important moments of your experience? Why?

b. What experiences have challenged your personal values or beliefs? Have you resolved them? If so, how?

c. What, if any, ethical dilemmas have you faced in your daily experiences? Have you resolved them? If so, how?

d. As a result of this experience, what professional strengths have you identified in your approach to practice? How might you capitalize upon these strengths?

e. Internship experiences provide students the opportunity to identify areas in need of further improvement. What areas have you identified? What steps might you take to seek self-improvement in those areas?

f. What new professional questions have arisen for you as the result of this experience?

4. **Completion of the Internship Report**: This is a working position paper, organized around the goals of the internship as approved in the internship application. This report, a major component and qualifier of the learning experiences, should be a synthesis and reflection of experiences in the internship. It should include a practical, yet scholarly, approach to learning and problem solving. Using the information gathered in the daily log and the journal as a foundation, this report should concentrate on explaining the learning that has occurred in pursuit of the identified internship goals. Professional literature in the field should be considered, and proper citations...
and professional references should be employed. Proper form is expected for this report: Publication Manual of the American Psychological Association (APA) style. While it is not our intent to mandate produce length, the internship report should be comprehensive enough to examine the major experiences of the internships, particularly as they related to the stated goals of the experience.

5. **Supervision**: Consistent with established guidelines, interns need to receive direct supervision from a qualified supervisor (qualification to be determined by credential sought by the student) of 1 hour per 16 hours on an individual basis, 2 hours for 16 hours on a group basis.

6. **Internship Length**: Refer to the specific concentration requirements.
Application for Internship Approval

Date __________________________

**STUDENT:**

Name ____________________________________________________________

Address __________________________________________________________

City_________________________ State/Province_________ Postal/Zip Code____ - ___ Country____________________

Telephone: Home (____) __________________________ Work (____) __________________________

Candidate for ______________________________________________________ (State degree and specialization)

**INTERNSHIP SUPERVISOR:**

Name ____________________________________________________________

Title ____________________________________________________________

Telephone _________________________________________________________

Location __________________________________________________________

Internship Location ________________________________________________

Commencing Date ____________________________ Ending Date __________________________

Described your planned activities in the practicum experience by their major goals and your methods of achieving these goals:

GOAL 1: __________________________________________________________

Method of Achieving: ______________________________________________

GOAL 2: __________________________________________________________

Method of Achieving: ______________________________________________

GOAL 3: __________________________________________________________

Method of Achieving: ______________________________________________
GOAL 4: ______________________________________________________

Method of Achieving: ___________________________________________

GOAL 5: ______________________________________________________

Method of Achieving: ___________________________________________

Internship Supervisor ___________________________________________
(Signature)

Student _______________________________________________________
(Signature)

Core Faculty Advisor ___________________________________________
(Signature)

Advisor’s Recommendations:

Core Faculty Advisor ___________________________________________
(Signature)

Approved by: ___________________________ ___________________ Date
# Internship Log

Week Beginning _________________________

<table>
<thead>
<tr>
<th>Day</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>MONDAY</td>
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<tr>
<td>TUESDAY</td>
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<td>WEDNESDAY</td>
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<td>THURSDAY</td>
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<td>FRIDAY</td>
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TOTAL HOURS FOR THE WEEK =
Evaluation of Field-Based Experience

The purpose of this report is to evaluate points of strength and weakness in the student's performance. Please consider the questions as guides rather than restrictions and add any information that will help give a more definite and accurate picture of the student. Circle the number which in your best judgment expresses the evaluation of the student. The student will have access to this report and should sign the last page.

Part I

Please rate the student objectively according to the various characteristics listed by rating the category on a five point scale.

Explanation of Terms:

1 – COMMENDABLE (Indicates consistently outstanding progress)
2 – STEADY GROWTH (Indicates the student is making satisfactory progress)
3 – NEEDS IMPROVEMENT (Indicates the student can develop further with more work and effort)
4 – UNSATISFACTORY (Indicates the student’s work is inadequate)
5 – NOT APPLICABLE (Indicates the category does not apply to the situation)

A. PERSONAL QUALITIES

1. Appearance – according to school standards
   1 2 3 4 5
2. Enthusiasm – displays vital interest in pupils
   1 2 3 4 5
3. Poise – adaptability to situations
   1 2 3 4 5
   Self- Confidence
   1 2 3 4 5
   Self-Control
   1 2 3 4 5
4. Interpersonal Relationships: Social Manner
   1 2 3 4 5
   Sense of Humor
   1 2 3 4 5
   Friendliness
   1 2 3 4 5
   Ability to Empathize
   1 2 3 4 5
   Tact: Sensitivity
   1 2 3 4 5
   Diplomacy
   1 2 3 4 5
   Discretion/Judgment
   1 2 3 4 5
5. Dependability:  
Punctuality 1 2 3 4 5  
Attendance 1 2 3 4 5  
Preparation of Assignments 1 2 3 4 5

6. Language and Voice Usage:  
Grammatical Correctness 1 2 3 4 5  
Projection 1 2 3 4 5  
Clearness 1 2 3 4 5

B. PROFESSIONAL QUALIFICATIONS
1. Ability to work with students effectively 1 2 3 4 5
2. Cooperation and flexibility with students and other professionals 1 2 3 4 5
3. Judgment 1 2 3 4 5
4. Knowledge of professional field 1 2 3 4 5
5. Commitment to profession 1 2 3 4 5
6. Leadership 1 2 3 4 5
7. Overall attitude toward school 1 2 3 4 5
8. Overall attitude toward students 1 2 3 4 5

C. PROFESSIONAL SKILLS – TEACHING ACTIVITIES ONLY
1. Knowledge of subject area involved 1 2 3 4 5
2. Handling of routine procedures 1 2 3 4 5
3. Planning and preparation of materials:  
   initiative 1 2 3 4 5  
   resourcefulness 1 2 3 4 5
4. Motivation of students 1 2 3 4 5
5. Provision for individual differences 1 2 3 4 5
6. Clear directions 1 2 3 4 5
7. Student management 1 2 3 4 5
8. Evaluation of work 1 2 3 4 5
Part II

General Evaluation:

Areas of needed improvement:

Special contribution or skills:

General statement by cooperating practitioner:

Signature________________________________

Position________________________________

School__________________________________

General statement by Principal or Director:

Signature________________________________

Position________________________________

School__________________________________

General statement by student:

Signature________________________________
The Internship Agreement Between the Facility and the University

The purpose of this agreement is to define a working relationship between the University and the Facility to provide clinical learning experiences for a student in the Department of Graduate Psychology and Counseling at Vermont College at Union Institute & University.

The agreement sets forth the terms and conditions under which this affiliation will be administered.

A. The University and the Facility agree:

1. That both parties shall designate one or more representatives who shall be jointly responsible for the educational experience in terms of:
   a. Planning, directing, and evaluating the learning experience and the respective roles of the representatives in the conduct of such activities
   b. Developing written plans for the student’s learning experiences
   c. Scheduling student assignments, including the number of students and the length of assignments
   d. Arranging adequate meetings, sharing appropriate communications, and maintaining proper liaison

2. That the University has full responsibility for the academic content of the educational activity and the credit granted for its satisfactory completion.

3. That the Clinical Instructor assigned by the Faculty shall directly supervise the students while they are on assignment.

4. That the conduct of the studies and research shall be reviewed and approved, in advance, by appropriate representatives of both parties.

5. That the number of students accepted by the Facility at any one time or period is determined by the Facility.

6. That the University and Facility shall meet and maintain established standards of appropriate accrediting agencies.

7. The University will be responsible for providing students with identification cards that reflect name of student and name of the University.

8. That the University shall use its best efforts to see that all students and University representatives in attendance within the Facility shall adhere to the policies, procedures, rules and regulations of the facility.

9. That only the University may remove a student from the clinical learning experience; however, the Facility may suspend a student when his/her performance is unacceptable to the Facility’s standards of behavior or his/her conduct is disruptive or detrimental to the Facility or its patients. The students will be afforded the opportunity to have input into any activity regarding his/her dismissal procedures. The Facility will notify the University of this action, and the matter will be mutually resolved by the parties.
10. That reports, studies, research projects, statistical data and other information requested by either party that may be required by professional or educational accrediting agencies shall be compiled and exchanged between the parties as necessary. This information, in whatever form, may not be released by either party without the expressed written permission of the other party, except as required by state law.

11. That the University shall provide advance notification to the Facility of the students assigned for the next academic term.

12. In our educational and/or employment practices, neither the University nor the Facility will discriminate against any person because of race, color, creed, sex, religion, age, veteran’s status, national origin, or physical handicap. With respect to discrimination based on sex, the University and the Facility hereby further agree that each will comply fully with Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to Title IX, 45, CFR, Part 86, and that each will submit to the Department of Health and Human Services an assurance to that effect satisfactory to the Director, Office of Civil Rights, Department of Health and Human Services, Washington, DC 20201.

13. That it is the responsibility of the student to have health insurance.

14. That the student will be covered by professional liability insurance in the amount of but not less than $100,000 per occurrence and $300,000 in aggregate.

15. That the ultimate responsibility for patients/clients/students and the direction of the Facility's operation rests with the Facility.

B. The University agrees to:

1. Ensure that faculty and students selected for involvement in the learning experience meet educational and/or licensure requirements to effectively participate. The University retains ultimate responsibility for the education of its students.

2. Inform the student that it is their responsibility to be in good health at the time of reporting for the learning experiences and inform the Faculty, when appropriate, of any specific health problems they may have.

3. Provide written feedback to the Facility regarding its performance in providing the learning problems they may have.

4. Provide written feedback to the Facility regarding its performance in providing the learning experience, including the students’ evacuations of their experiences when possible. Keep the Facility informed of the changes in program objectives and curriculum.

5. Require that faculty members and students comply with all documented policies, procedures, rules and regulations of the Facility as such pertains to their presence within the Facility, including all health screens and questionnaires required of Faculty employees, and sanction appropriate disciplinary action for non-compliance.

6. Ensure that supervising faculty and students have professional liability insurance coverage in amounts not less than $100,000 per occurrence; $300,000 in aggregate. The selection and assignment of supervising students to the Facility attests to the coverage. Written documentation of such coverage will be provided upon request of the Facility with manuscript endorsement for this designed student.

7. The University shall provide a certificate describing the professional liability insurance for students and supervising faculty when appropriate.
8. Permit publication of material relative to the learning experience only with advance approval of the Facility and such approval shall not be unreasonably withheld.

C. The Facility agrees to:

1. Receive those faculty and students as assigned by the University for the identified learning experience.

2. The facility agrees to provide faculty members and students of the University with an appropriate orientation to the Facility and all applicable rules and regulations including orientation to the risk of exposure to blood-borne viral diseases such as HBV/HIV, to other communicable diseases; to chemical and other environmental hazards in compliance with federal hazard communications regulations; and to fire safety procedures at this Facility.

3. Make available to faculty and students adequate facilities and materials of an appropriate nature for the effective conduct of the learning experience.

4. Provide the faculty and students the privilege of using libraries, lounges, cafeterias, restrooms, parking, etc., on the same basis as employees.

5. Provide an evaluation of each student’s performance when requested by the University and ensure that students receive continuous feedback regarding their performance. Joint evaluation conferences may be held at any time it is mutually acceptable to both the University and the Facility.

6. Make available to the student emergency and outpatient services for injury and illness as a direct result of a faculty member and/or student’s clinical learning experiences. Charges incident to such services will be submitted for payment to insurance carriers, if appropriate, or such charges shall be discounted 100% by the facility. Charges for services other than as described shall be directed to the faculty or student or designated third party for payment. The Facility shall inform the University and, if appropriate, the faculty/student’s next of kin of any emergency situation arising regarding the student’s health.

D. Amendment and Termination:

1. This agreement may be modified at any time by amending one or more of its provisions or by adding or deleting provisions by mutual agreement of the parties executed in writing in advance of the effective date of the amendment.

2. This agreement may be terminated:

   a. by either party for breach of agreement if there has been failure to resolve after thirty (30) days advanced written notice.

   b. at any time by mutual written agreement of the parties.

   c. upon written notice of either party given at least ninety (90) days prior to the effective date of such cancellation, provided the agreement shall not be terminated while an academic term is in progress. Summer sessions shall be construed as one academic term.

E. Renewal:

This agreement will lapse on__________________________, unless it is renewed in advance by mutual agreement of both parties as signified by a letter of agreement to continue the affiliation. Either party may initiate action for renewal.

MAP010

Revised 8/2010
F. Supervision of Student:

Reference A.3

The following ___________________________ employee has been given and has accepted the responsibility to directly supervise students during their clinical experience at ______________________.

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G. Certification Agreement

The individuals named below, signing on behalf of the University and the Facility, agree to the terms of this Affiliation Agreement.

The University

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The Facility

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