

## **San Diego State University – MS Applied Psychology Program** Employer Internship Guide

### **Overview**

The goal of the internship experience is to provide students with the opportunity to gain field experience, apply information and skills they have learned in the program curriculum, and acquire new skills.

This internship guide provides pertinent information on the internship program, guidelines for participation, and suggestions on developing the internship. Also included are the **Internship Position Description Form** (Attachment A) and the **Intern Evaluation Form** (Attachment B).

Our goal is to assist in any way that we can in making this a valuable experience for both the students and employers. If you have any questions, please contact Donalene Berger, the Internship Coordinator, at dberger@sdsu.edu (619-594-3755).

### **Process**

Employers prepare and submit to the Internship Coordinator either a position description or an Internship Description Form (Attachment A). After review of the position and determination that it is a good match for a MS internship, the Internship Coordinator forwards a notice of the opportunity to the students. Students reply to the Internship Coordinator to let her know if they would like their resumes forwarded to the employer for consideration. The Internship Coordinator then forwards resumes for internship candidates to the employer for consideration. The employer contacts students directly to set up interview times.

### **Duration**

The internship requirement is 300 hours. Students generally work 20-40 hours per week during the summer semester following their first year in the program and may continue on a part-time basis during the fall semester of their second year.

### **Paid/Unpaid**

The decision to compensate interns is made by each sponsoring company based on their available resources. Most of the internships are paid. Information is given to students regarding details of the internship, which will indicate whether the position is paid and the expected compensation range.

### **Responsibilities**

In order for the internship experience to be beneficial for both the intern and the employer, each has specific responsibilities. The fulfillment of these responsibilities is important in maintaining the quality of the program as well as assuring its continuing success.

#### Intern's Responsibilities

- Represent SDSU and the Psychology Department in a professional and courteous manner
- Maintain a positive and diligent approach in behavior and attitude
- Diligently apply skills and knowledge to develop new abilities
- Contribute to the company's efforts and achievements and participate in carrying out the organization's mission

#### Field Site's Responsibilities

- Act as teacher and mentor with regard to knowledge and information about the industry, the career field, and the organization

- Provide professional guidance and supervision and facilitate the learning of new skills
- Utilize the intern's time and abilities by providing meaningful responsibilities and projects

### **Developing the Internship**

When developing the internship, it is important to take the following factors into account:

#### Overall Goals of an Internship

The overall goals of the internship should include providing the intern with practical applications of coursework as well as providing an opportunity to develop new skills and obtain work experience. From this experience, interns should be able to better understand the job market and its future opportunities and develop realistic career expectations and plans. This is also an opportunity for employers to train future applicants.

#### Roles of the Site Supervisor and the Internship Coordinator

The Site Supervisor is responsible for developing the tasks, duties, and performance expectations for the intern. The Site Supervisor also has the primary responsibility for training, mentoring, and evaluating the intern. The Internship Coordinator serves as the contact person for SDSU and handles the administrative details of the internship course and setting up a Service Learning Agreement with the employer.

### **Suggestions for Managing the Internship**

Managing an internship is similar to managing any other position. Goals should be set, expectations discussed, and performance feedback given.

#### Determine Goals and Milestones

At the beginning of the internship, goals and milestones for the internship should be developed and communicated to the intern. Supervisors should set performance goals that are measurable, specific, achievable, and compatible with their organization's goals. Eliciting input from the intern on his/her goals for the internship is also suggested.

#### Develop and Discuss Specific Expectations

When setting levels of expected performance, supervisors should clarify with examples of performance that meet and exceed expectations and then review these expectations at milestone points throughout the internship. The supervisor should maintain open communication with the intern and meet periodically to discuss the status of milestones and performance expectations. Feedback should be given as to how the intern is performing based on the expectations and suggestions for improvement or development opportunities offered as appropriate.

#### Identify Tools and Resources

The Site Supervisor should identify and utilize tools and resources that will enhance the intern's chances for success within the organization and help them to meet expectations and achieve goals.

#### Evaluation

An Intern Evaluation Form is included in this guide (see Attachment B). The supervisor should complete this evaluation at the conclusion of the 300 hours, review it with the student, and give the student a copy to include with the paperwork s/he will submit to fulfill the documentation part of the internship requirement.

San Diego State University – MS Applied Psychology Program  
**Internship Position Description Form**  
(Completed by Site Supervisor)

Company: Date:  
Address: City/St/Zip:  
Contact: Email:  
Title: Phone:  
Company Website:

Internship Position: Dept.:  
Days/Hours: Compensation:  
Site Supervisor: Email:  
Title: Phone:

Internship Description: (Please describe the type of tasks the intern will be performing, duties, level of responsibility, etc.)

Intern Qualifications: (Please describe the skills and qualifications required for this position.)

San Diego State University – MS Applied Psychology Program  
**Intern Evaluation Form**  
(Completed by Site Supervisor)

At the completion of the 300 hour internship requirement, please evaluate the intern's performance using this form. We encourage you to review the feedback with the student. Once completed, the form can be given to the student or e-mailed directly to Donalene Berger, Internship Coordinator, at dberger@sdsu.edu.

Intern: \_\_\_\_\_ Start Date: \_\_\_\_\_

Company: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**Internship Description:**

(Please describe the nature of the projects the intern worked on, types of tasks performed, duties, level of responsibility, etc.)

**Performance Characteristics:**

	Needs Improvement		Met Site Expectations		Exceeded Expectations
Productivity	1	2	3	4	5
Quality of Work	1	2	3	4	5
Attendance	1	2	3	4	5
Initiative	1	2	3	4	5
Interpersonal Skills	1	2	3	4	5
Dependability	1	2	3	4	5
Communication	1	2	3	4	5
Overall Performance	1	2	3	4	5

**Comments to support the ratings above:****Major strengths:**

(Describe achievements, qualities, or responsibilities that have best displayed the intern's capabilities.)

**Areas for Development:**

(Describe areas where you feel the intern can improve his or her performance and/or skill set)

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Intern's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_