

PSYCHOLOGY AND CHILD DEVELOPMENT *FIELDWORK* INTERNSHIP POLICY

Definitions

PSY/CD Internship Coordinator: This is a faculty member that runs the mandatory internship meeting, and organizes placements. It is currently Dr. Julie Garcia, jgarci31@calpoly.edu

Faculty Site Liaison: This is a faculty member that has a relationship with a particular site, and to whom you should ask any questions you may have about the site before you apply to be placed there. This person can be found by looking at the PSY/CD Field Internship Site List, and is listed after the description of each internship. Once you assigned a possible site, this person provides you with the information needed to arrange a site interview.

Faculty Internship Advisor: After placement at a site, you will be assigned a faculty member with whom you will enroll in units. This person may or may not be the same as the Faculty Site Liaison. This person will give you specific requirements they have to pass the internship class, as well as providing you with permission numbers to add. If there is an issue with your internship, they are the first person to contact.

Site Manger: This is the person actually at your site that directly supervises you, keeps track of your hours, and evaluates your performance in the field, which is provided to the Faculty Internship Advisor at the end of the quarter.

Prerequisites

1. CD 330 *Supervised Internship*: CD 230, PSY 323, junior standing and consent of instructor.
2. CD 430 *Advanced Internship*: CD 330 and consent of instructor;
3. PSY 453 *Supervised Internship*: PSY 323, junior standing, and consent of instructor;
4. PSY 454 *Advanced Internship*: PSY 453 and consent of instructor;

In the quarter prior to beginning the internship, students must complete the following

Step 1: **Starting:** In the quarter prior to enrolling in your first internship, i.e., CD 330/430 or PSY 453/454, check the Weekly Announcements and/or PSY/CD Website for an announcement regarding a formal group meeting with the PSY/CD Internship Coordinator towards the middle of the quarter. At that meeting, you will be expected to provide your top three choices¹. *If continuing in the same placement for a second quarter (for CD 430 or PSY 454), you do not need to attend another meeting; to reserve your placement, inform your faculty internship adviser about your plans to continue at the site in advance, either via e-mail or in person.*

Step 2: **In the time period leading up to the meeting:** It is your responsibility to decide upon your three choices prior to the meeting. You should start your investigations with the site list which is posted on the Department Website and included in this document. If you have questions about a particular site, contact one of the Faculty coordinators for that site as indicated at the end of the site description.

Step 3: **Attend the mandatory meeting:** At this time you will submit your three choices, be given additional information, and importantly given an “Orange Card” that indicates that you have completed the steps above. Sites will not place you without this card; i.e. if you bypass the system and contact the site directly, you will not receive credit for your work.

- Step 4: **After the meeting:** Wait for an email that indicates what site you have been initially placed. We will make every effort to allow people their first choice, but this will not always be possible. Next contact the Faculty Site Liaison for your assigned site (see the Psychology and Child Development Site List); they will provide you with contact information for that site to arrange an interview.
- Step 5: **Arrange an interview:** In general, interviews should take place between the 7th and 9th weeks. Prepare for the interview (e.g., wear appropriate “professional” attire). *Note that internship sites have limited placements--you may have to interview at several sites before obtaining a position.* If either you or the site supervisor decides the site is not a good fit, please inform the PSY/CD Internship Coordinator to explore different options.
- Step 6: **When you obtain an internship position:** Have the site supervisor sign your Orange Card, and return the card to the Department Office. At this point, you have made a commitment to follow through with the internship placement.
- Step 7: **Towards the end of the quarter:** You will receive an email from the Faculty Internship Coordinator with an assigned Faculty Internship Advisor. This may or may not be the same person as the faculty member that oversees the site. Contact that person, and they will provide you with their expectations for fulfilling the internship, as well as a permission number to add the class.

SOME GENERAL TIPS

Time Commitment and Expectations

Students spend approximately 12 hours per week at a designated site, and meet regularly with their site supervisor and faculty supervisor. Obtain specific requirements from supervisors.

- **When choosing your internship site:**
 - Look for sites that have experiences in which you would like to explore. For example, if you think you'd like to be a social worker, try sites such as the Family Care Network, or SLO Child Welfare Services to get a sense of what types of duties a person in that position typically performs. If you have interest in working in the schools, check out sites that offer that type of experience such as the PEEP program.
 - Remember that the interview is not a one-way process: the site is interviewing you, but YOU are also interviewing your site. Not every site will meet the needs of every student in terms of the type of experiences, type of supervision, feel of the site, etc. This is your chance to see if you think this would be a good fit for you.
 - Treat your interview as you would any professional interview. Dress appropriately, bring a copy of your resume, take time to prepare ahead of time (e.g., visiting the website of a site, looking at informational material), etc.
 - Start early. Allowing time in the quarter to go on a few interviews if necessary is a good plan. It is often difficult to find an internship that has spots available as the quarter comes to a close.

- Be aware some sites involving children and vulnerable populations may require fingerprinting and background checks. There may be a fee charged for this.
- Summer internships for course credit are no longer available. Planning ahead is essential here. If you begin a 2-quarter internship in Spring, for example, you might need to complete your internship as a volunteer in summer.
- Check to see about requirements for various sites. E.g., some require training the quarter before you begin as an intern (e.g., RISE), others require a 3-quarter commitment, though our department only requires a 2-quarter commitment (e.g., Family Care Network, Office of the District Attorney). In the absence of a compelling reason, you must live up to your commitment to the organization, so plan ahead for these specific requirements.
- With approval, it may be possible to create your own internship if you have an interest in an appropriate setting not currently on our site list. Contact Dr. Dan Levi for details.
- Psychology students *may* challenge one quarter of internship (453/454) based on prior relevant work or volunteer experience. This is not recommended and should only be considered in special circumstances (see Challenge Guidelines). Please refer to the handout explaining this process and feel free to see the PSY/CD Internship Coordinator for details.
- CD internships (330/430) are exempt from petition to challenge.
- On-campus internships with faculty are also encouraged, for example: research, preschool lab projects, and teaching. Please discuss options with faculty and check the department website for announcements about specific projects.