Regis College Internship Handbook for PSYCHOLOGY Students

A Resource for Student Interns and Faculty Sponsors

Center for Internships and Career Placement (CICP)
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Please note: This version of the handbook contains information specific to the Regis College Department of Psychology, and is current as of July 2016.
This handbook details the requirements for an internship to be eligible for academic credit. It can also serve as a tool to provide student assistance for all internships.

Copyright 1993 by Regis College. All rights reserved. This handbook is published by the Office of Internships and Career Placement and has been modified by the Psychology Department. It is intended to serve as a guide to the internship process. Inquiries about the internship program should be directed to:

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Internship Definition

Internships are short-term on the job learning experiences that help students apply the knowledge learned in the classroom to a professional setting. Internships provide opportunities to test out a field of interest, confirm a career choice and/or secure a track record of professional work experience.

Internships can be completed at any time throughout college and can be paid or unpaid. Regis College students who are juniors or seniors may be awarded academic credit (4 credits) for an internship experience depending on the internship opportunity and provided they adhere to the policies stipulated in this handbook.

Internship Characteristics

For purposes of the U.S. Fair Labor Standards Act, Regis College student interns are classified as “trainees” rather than employees. As a result, Regis College internships have the following characteristics:

1. The internship is similar to training in an educational setting.
2. The internship experience is for the benefit of the intern; the employer derives no immediate advantage for hosting the intern.
3. The intern should not replace a regular employee.
4. The intern is not entitled to a permanent job at the end of the internship.
5. For unpaid internships, the employer and intern understand that the student is not entitled to wages and/or compensation.

Benefits of Internships to Students

Internships provide:
1. A competitive edge for students when entering the job market.
2. The ability to learn new skills and discover various career options.
3. The opportunity to network and establish professional connections.
4. Demonstrated evidence of skills and work ethic.
5. The opportunity to lead to full time employment at graduation.

Types of Internships

Students are strongly encouraged to complete at least one internship during college and in fact, many majors require at least one internship before graduation. If an internship is required for the major, (an Academic Internship), it will be eligible for academic credit provided it complies with the standards set forth in this handbook.

Students can also participate in internships that enable them to explore different industries or fields (Career Development Internship). Although not eligible for academic credit, Career Development internships are an invaluable tool students can use to develop and/or expand career interests.

The following chart delineates the differences between the two types of internships.

<table>
<thead>
<tr>
<th>ACADEMIC INTERNSHIPS</th>
<th>CAREER DEVELOPMENT INTERNSHIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship relates directly to college major</td>
<td>Internship related to any field or industry. Enables Students to explore areas outside of college major</td>
</tr>
<tr>
<td>May be awarded 4 academic credits</td>
<td>No academic credit available</td>
</tr>
<tr>
<td>Can be paid or unpaid</td>
<td>Can be paid or unpaid</td>
</tr>
</tbody>
</table>
Typically done during junior and/or senior year | Can be done at any time throughout college
---|---
Compliance with Regis College Professional Standards of Behavior **required**. (Page XX) | Compliance with Regis College Professional Standards of Behavior **strongly recommended**.
Regis College’s site criteria (page XX) applicable | Regis College site criteria (page XX) not applicable
Academic requirements required | No academic requirements

### Student Responsibilities for Internships

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACADEMIC INTERNSHIP (for credit)</th>
<th>CAREER DEVELOPMENT INTERNSHIP (not for credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure internship opportunity 4-6 months before start of semester</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Ensure the internship complies with the Regis College site criteria</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Register for Internship Course During registration</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Secure Faculty Approval for credit before registration</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Complete Internship agreement form. Secure approval signatures from Faculty Advisor, Site Supervisor, student</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Adhere to Professional Standards of Behavior (page 5)</td>
<td>X</td>
<td>Not required; strongly recommended</td>
</tr>
<tr>
<td>Submit Internship Agreement form to the CICP. Attach: 1. resume 2. job description on company letterhead paper</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Due Date: <strong>Friday September 18, 2015</strong>.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete academic portion of internship</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Complete Student Evaluation of internship. Submit to CICP by <strong>last day of classes</strong></td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td>Ensure that Site Supervisor</td>
<td>X</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>completes Supervisor Evaluation of Intern. Submit to CICP with copy to Faculty Advisor by last day of classes</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Send thank you note to Site Supervisor</td>
<td>Upon completion of internship</td>
<td>Upon completion of internship</td>
</tr>
</tbody>
</table>

**Please note:** Any paperwork that is not completed on time risks an incomplete or a failing grade for the semester.

*If the Internship is for Academic Credit*

**Academic Requirements**

**Time Commitment:**
- Semester Internships require 8-12 hours per week for the duration of the semester. Internships must start no later than 2 weeks into the semester.
- Summer Internships require a full time (35-40 hours) commitment for a minimum of 6 weeks or the part time equivalent over 10+weeks.

**Credits Available:**
- 4 academic credits

*Assignments & Grading (Specific to PS440)*

50% Professionalism and participation at the field site (as reported by site supervisor)

15% Class seminar attendance and discussion; attendance is mandatory.

15% Journal entries: a weekly 2-page reflection describing your week at the site

15% Final paper: 10 page reflection paper discussing your internship and relating to your coursework

5% Final Presentation

**Site Criteria:**

- Activities and projects which are professional in nature, rather than administrative. Clerical work should make up no more than 25% of an intern’s daily tasks. However, in the event of a department-wide project that is administrative in nature, the intern is expected to participate.
- Opportunity to develop marketable skills and increasing responsibility. Marketable skills include but are not limited to teamwork, communication skills, analytical skills, planning, organizing and prioritizing work, and the ability to persuade.
- Opportunities to observe and work with professionals such as attending meetings with staff or clients.
- An on-site supervisor with a professional background who provides orientation, training and continual guidance. This should include an overview of separate departments or an in-depth look at one department.
• Plans for evaluation and feedback to the student and Regis College.
• The Site Supervisor cannot be a family member or personal friend.

Professional Standards of Behavior:

Punctuality and attendance
☐ Students will arrive at their place of employment on time, every time. In the event of an illness or other excused absence, the student is expected to contact their supervisor ahead of time.
☐ Students are expected to maintain their agreed-upon work schedule.

Work Standards
☐ The student is expected to meet all job obligations including following the processes and procedures established by the employer/supervisor.
☐ Confidential information is expected to be kept confidential.

Professionalism in the Workplace
☐ Students are expected to dress appropriately based on the work environment: if a particular work environment requires professional dress, the student is expected to dress professionally. If casual attire is the norm, the student may dress casually. Sweat pants are not permitted.
☐ Students are expected to demonstrate a positive attitude at all times.
☐ Students are expected to demonstrate initiative when appropriate. (The supervisor will define “appropriate”.)
☐ Cell phone use, including text messaging and social media is prohibited on the job. Computers may be used for professional reasons, only.

Regis students are expected to consistently demonstrate a strong work ethic.
☐ The student should be viewed as dependable, responsible and cooperative.
☐ Graduate Assistants required to maintain a GPA of 3.0 or better.

How to Secure an Internship

(Applicable for Academic Internships as well as Career Development Internships)

Set your Goals. Before you start looking for an internship, consider these issues.

☐ Career Field: If you are doing an internship for academic credit, your internship will have to be directly related to your major. For example, a biology major may pursue an internship in a research lab. If you are doing an internship to explore possible career fields that are not directly related to your academic major, it probably will not be eligible for academic credit but will enable you to explore other possibilities. Either way, an internship is strongly recommended and may even be required for your degree. (Academic credit may be given to juniors and seniors, only, but anyone can do an internship that's not for credit.)
☐ Pay: Do you have to be paid for an internship or can you afford to consider unpaid opportunities? Fields such as business, science and technology often offer some compensation while non-profit organizations cannot afford to pay you.
Location: What is your geographic preference? If you do not have access to a car, you will probably need to have public transportation accessible. Be sure to select an internship in a location that works for you and your schedule.

Timeframe: Do you want to do your internship in the summer? during the school year? How many hours can you work?

Research the available opportunities.

- Network, network, network. Ask everyone you know if they have any suggestions where you can secure an internship.
- Check the Internship listings at the Center for Internships and Career Placement (College Hall, Room 209).
- Ask your Faculty Advisor if he/she knows of any possible internship opportunities.
- If you currently have a part-time job, ask your supervisor if it would be possible to do an internship with them. Be sure to distinguish between your current tasks and typical Intern responsibilities. The Center for Internships and Career Placement can help with that.

Apply for as many internship opportunities as you can.

- Complete your resume and cover letter. Be sure there are NO typos and that both the resume and cover letter align with the position responsibilities.
- Follow the exact application instructions that are listed on the job description.
- Follow up on every application you complete. Call the organization one week after you apply to see if they got your application. Ask when they might make some decisions and if it is OK to follow up periodically.

Interview and accept the internship.

- Be patient. Hiring decisions always seem to take longer than you think.

Important Reminders for Students

- Securing an internship opportunity is the students' responsibility. While the CICP and Faculty members may have access to some internship opportunities, it is up to the student to initiate and follow through.
- Students should make sure that you have officially registered for the internship and secured the approval of your faculty sponsor before committing to the internship site.
- All internship forms should be completed and returned promptly to the Center for Internships and Career Placement and your faculty sponsor. Failure to submit forms on time will result in a Withdraw for the semester.
- Discuss with your faculty sponsor any concerns or problems that arise during the internship.