



**Department of Psychology**  
**Psychology 4891: Internship Capstone (30041)**  
**February 19, 2019**  
**Fall Semester 2019**

**I. Faculty Information**

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**II. Course Description**

Psychology Internship Capstone is a culminating and integrative experience that provides students with the opportunity to receive academic credit for supervised, professional level service and work experience. To qualify as a Capstone experience, students are required to complete at least three credit hours of internship in a single agency or organization.

**III. What is an Internship?** An internship is a specialized applied learning experience with an intentional and structured learning agenda incorporated into pre-professional work activities in a way that mutually benefits the student-intern and the agency or placement site. Student interns have gleaned, from their academic experiences, foundational knowledge and skills that they can contribute to the work setting. Internship placement sites provide students with a list of expectations, duties, and performance goals, along with consistent supervision with feedback about their performance.

**IV. Academic Prerequisites**

Student wishing to complete the Internship Capstone, must have completed (with a C or better) 90 hours of coursework, including 24 credit hours of psychology coursework (beyond PSY 1010) Successful (C or better) including PSY 3800. *All students must meet with and obtain permission from the internship coordinator prior to enrolling in the internship course.*

**Some agencies require you to undergo fingerprinting and a Federal Criminal History background check. The fingerprinting fee is \$10.00 and can be done at the University Police (T,W 2:00-4:00 p.m.) or through the Cedar City Police Department (T, Th 2:00-4:00) or by the Iron County Sheriff's Office (T,W, Th Mornings by appointment). The Federal Background Check has an added cost, and must be arranged by the agency.**

**V. Assignments**

**A. *Internship Objectives Plan.*** Before counting internship hours, interns must write and receive approval from the Department Internship Coordinator, an internship objectives plan to include the following:

1. A general but brief description of the program or context in which the internship is going to occur. This includes the agency or program name, immediate supervisor's name and contact information, and the mission statement of the agency.
2. Describe the responsibilities you will be carrying out at your placement, including what a typical shift would look like.
3. A brief description of the major learning goals for the internship. What do you hope to learn in this position, including skills and abilities?
  - a. Include source materials you plan to review for the internship
  - b. Include a description of the content knowledge and SUU courses you intend to draw from to carry out your internship
4. Based on #3 above, develop four specific, learning objectives written out in bullet-point format. Each specific learning objective should include, (a) one intended outcome, (b) the plan by which to accomplish that outcome, and (c) a method for evaluating accomplishment of the intended outcome.
5. If you are doing an internship at a site where you are employed, include a discussion of the job duties and responsibilities you will perform over and above your normal work duties (See section X below). Make sure you work with your supervisor in developing this plan.

A well-conceptualized and well-written IOP typically requires three to four, double spaced pages – which does not include the title page. Each number above should represent a different section with an appropriate section heading.

**B. *Field Placement Hours.*** Consistent with the university's internship policy, the department's policy specifies a 45:1 ratio between clock hours and academic credit as the norm. The intern and internship coordinator will negotiate the actual ratio considering such factors as proportion of paid hours that are educational and difficulty level of the internship service. *Your supervisor will need to sign off on your hours at the end of the semester on the Field Supervisor Evaluation.*

**C. *Four Week Check in***

For this 4-week check in, I would like each of you to address each of the following items:

1. List at least five differences between your role as a college student and your role as an intern.
2. What was your transition from college student to Intern like? Were there unexpected challenges or issues that took you by surprise?
3. How effective is the supervision you are getting in your internship?
4. How are you progressing on your outcome objectives that you created in your Internship Objectives Plan?
5. From your observations and experiences, what are the main challenges faced by your intern agency achieving their goals as outlined in their Mission Statement?

You may submit a text entry or upload a document or Word file.

#### **D. Midterm Assignment Report**

It is mid-term. I would like you to submit a written mid-term internship report. Please address the followings:

1. What progress have I made on my Internship Learning Objectives?
2. What do I yet lack in order to complete my Internship Learning Objectives?
3. What changes have I made toward becoming more professional?
4. List and describe three specific skills you have developed in your role as an internship.
5. Give one instance in which I have handled conflict in a productive and professional manner.
6. Give one instance in which I handled conflict in a less than ideal manner.
7. Outline your educational/occupational plan from this point forward.

Make the report about 4-8 pages in length.

#### **E. Termination Assignment.**

As you begin to wind down your internships, how you end your experience is almost important as how you conducted yourself during the semester. The process of ending a therapeutic relationship is called "Termination". Successful termination leaves your clients empowered and enabled. Successful termination leaves you satisfied and confident in your abilities. Now, termination does not mean every client with whom you work is "cured", sometimes, as with your internship, your time ends and the client must seek ongoing services from another provider. Helping the client transition to that other provider is an extremely important process. Simply ending the relationship with no transition amounts to "abandonment" and is strictly prohibited within the APA Ethical Guidelines. Here are some tips for successful termination:

Discuss termination with your clients early on in the counseling process.

Establish clear goals with your clients so that progress toward those goals can be recognized and completion of those goals is apparent.

Respect your client's desire to terminate if it is client-initiated, but be confident in expressing concerns if you feel termination may be premature.

Keep your relationship professional and do not let it stray into the realm of friendship.

Communicate to your clients that they can return if need be.

Help clients to review the success they have had in counseling.

Allow clients to discuss feelings of loss surrounding termination and process your own feelings surrounding the process, as well.

Most Interns are not proficient at termination/ending relationships. For this assignment, I would like you to write a one-page paper outlining your tendencies and history with ending professional relationships. The paper should contain three sections:

Section #1- Reflect on the type of termination tactics you most frequently employ. Do you tend to end things abruptly to avoid awkward interactions or sad feelings? Do you tend to hang on to these relationships; often times making promises of ongoing contact that you realistically cannot keep? Do you intentionally do something to make the person with whom you are terminating angry with you, so the termination is easier? Outline some of the unintended negative consequences to your traditional style.

Section #2- Talk about why professional termination might be difficult for you. Are you afraid of harming clients? Are you doubtful of the impact you have had on your clients? Are you going to miss the interactions personally?

Section #3 -Include in your paper a plan for termination that is mutually beneficial for you and your clients.

\*Students completing their Internship Hours in Summer Semester, but who are registered for credit Fall Semester, should complete these reflective assignments while they are doing the internship hours, and then submit them for credit during the Fall Semester.

**F. Field Supervisor Evaluation.** Due December 1. Unless extenuating circumstances allow for an exception, a favorable, written evaluation from the field placement supervisor is a condition for receiving a passing grade for internship. *Students should prompt the Department Internship Coordinator to provide their supervisor with the form early enough as to allow time for the supervisor to complete the form, such as mid-July.* Student should then review the evaluation with her/his supervisor. **The student will then turn the form in to me either electronically, or in person at my office (Room 308-K).**

**G. Final Perspective Paper.** For this five page (minimum) assignment, divide your paper into four sections with four section headings and address the series of questions below. This is due August 1.

**1. Personal Experiences**

- Comment on your experiences with this placement.
  - What was your day-to-day work like?
  - Was it better, worse or about the same of what you expected?
  - What aspects of the placement have you enjoyed thus far? Was there anything that never got tiring?
  - What aspects of the placement have you found more challenging? Was there anything that got tiring quickly?

**2. Placement Evaluation**

- Comment on the therapeutic techniques, practices and philosophies being utilized at this agency.
  - What is the mission statement? What are the primary techniques and approaches used at this agency?

- Does this agency do what it sets out to do (i.e., fulfill the aims of its mission statement)? Do these techniques work and why or why not?
- Anything else that is going well or could be improved?
- What potential ethical dilemmas could this agency encounter?

### 3. **Professional and Personal Growth**

- What new skills or ideas have you developed thus far as a professional?
- Based on your experience, where do you think you need to grow as a professional?
- How about personal growth? How have you grown as a person from your experiences thus far and/or what personal insights have you developed?

### 4. **Career Path**

- What is the impact this placement has had so far on your future career choices? How does this experience solidify your previous career assumptions or have they led you to consider different paths?
- How does this impact the population you would like to work with or the techniques you would like to use in the future?

**H. Comprehensive Educational and Occupational Plan** For this 7 to 10 page assignment; students devise a comprehensive occupational and/or educational plan that addresses the following topics. This is due, December 1.

#### **Undergraduate Education**

- Review the process of your undergraduate education.
  - What was/were your academic major(s)?
  - What institution(s) did you choose for your education and why?
  - What factors lead you to declare that/those major(s)?
  - What courses did you find particularly formative for you?
  - What extracurricular activities were meaningful to you personally and professionally?
  - What lessons/principles have had the most impact on you? Be sure to include a listing of the most impactful classes you took, and what made them resonate with you.

#### **Professional Training**

- Review any formalized professional training you have had to this point.
  - Include training you received while in school, before you attended school, or plan to receive immediately after your degree is complete

#### **Graduate Education**

- What graduate degree/program is required for you to fulfill your occupational goal?
  - What schools offer the program?
  - What are the admission requirements?
  - What do you need to accomplish to make yourself a viable candidate?

#### **Licensure**

- Is there a national certification or state license required for you to perform these occupational duties?
  - How does this impact the population you would like to work with or the techniques you would like to use in the future?

#### **Occupational Goals**

- What is the impact this placement has had so far on your future career choices? How does this experience solidify your previous career assumptions or have they led you to consider different paths?
- How does this impact the population you would like to work with or the techniques you would like to use in the future?

### **VI. Other Course Requirements**

1. **Discussion Assignments.** Interns will be required to contribute ideas and thoughts to at least 4 on-line discussion topics, including a 4-week check in, a mid-internship assessment, a discussion on closure and transitions, and a wrap up discussion. There may be literature to read that guides the discussions. These discussion topics and written literature will be available on Canvas. Failure to respond to the discussions could lead to a non-passing grade.
2. **Ethical Standards.** Interns should familiarize themselves with and follow the most recent version of *Ethical Principles of Psychologists and Code of Conduct* published by the American Psychological Association available here: <http://www.apa.org/ethics/code/index.aspx>. They should also take the initiative in clarifying any ambiguities, ethical conflicts, or questions.
3. **Meetings with the Internship Coordinator.** The field placement supervisor provides the ongoing supervision of the intern's services. The internship coordinator (Dr. Barney) may check with the field placement supervisor during the internship, but does not provide direct supervision to the intern. Once the internship is structured, the internship coordinator and intern meet on an as-needed basis. At minimum, this is around the time of the mid-internship report and the final perspective paper due date.
4. **Comprehensive Examination.** Before the internship is allowed to count as a capstone requirement, Interns will pass, with 75% proficiency, a comprehensive, licensure-type 100-question multiple-choice examination. Questions will be drawn from several areas of psychology and will relate to the primary learning goals and objectives outlined in the Psychology Department mission and vision. The exam will be available two weeks before the end of the semester.

### **VII. Grading and Academic Credit**

By Southern Utah University policy, grading for the internship is on a pass-fail basis. Students who responsibly fulfill the requirements listed above receive "P" grades. (The "P" grade does not affect a student's grade point average.) Internship credits beyond the maximum number

allowed by the department toward a major or minor in psychology fulfill general upper division credit requirements.

### ***VIII. Waiver of Liability and Legal Clearances***

Real-world learning, as compared to classroom instruction, increases exposure to potential harm. Thus, the University requires that interns sign a Waiver of Liability form.

Some agencies, especially those serving minors and vulnerable adults, require a criminal background investigation (CBI) clearance for staff, volunteers, and interns. Such background checks typically take from one to four months, depending on the number of states in which a student has lived. Students wishing to do a placement in an agency requiring a CBI should submit their applications well in advance of the beginning date of the internship.

### ***IX. Internship Sites***

With more than 80 established field placement sites, placement approval is automatic for most students. For sites not in the established list, Dr. Barney needs to approve the field placement site and supervisor. To view the established sites go to <http://www.suu.edu> and then click successively on Academics, College of Humanities & Social Sciences, Department of Psychology, Practicum/Internships.

### ***X. Rules Regarding Using Employment Site for Internship***

Student education and professional preparation constitute the main goals of an internship. In contrast, a fair exchange principle governs the employment relationship; that is, the employee owes an employer service in return for money. Thus, paid time used for internship credit involves an inherent role conflict. Nevertheless, students can use employment settings for internships provided the internship component is clearly identified within the Internship Objectives Plan. In general, clinical time counts whereas custodial time, e.g. night shifts while clients are asleep, does not.

### ***XI. Agency Requirements***

The requirements summarized in this syllabus represent academic expectations. Host agencies may impose their own requirements. Before agreeing to a placement, students should inquire regarding agency expectations.

### ***XII. Academic Integrity***

Students who struggle with issues such as cheating, dishonesty, or general lack of integrity should not be in a field placement. Role modeling may stand as the number one curative factor for clients served by Internship students. Falsifying records, claiming credit for work not performed, or any other acts of dishonesty will be addressed. Such acts may result in expulsion from the course with a grade of "F" and referral to the department chair, college dean, or university provost for further action. As with all other courses, students are expected to have read and understood the current issue of the student handbook (published by Student Services) regarding student responsibilities, rights, and on-campus code of conduct.

### ***XIII. Students with Disabilities***

Students with medical, psychological, learning, or other disabilities desiring academic

adjustments, accommodations, or auxiliary aids need to contact the Southern Utah University Coordinator of Services for Student with Disabilities (SSD) in Room 206F of the Sharwan Smith Center or phone (435) 865-8022. SSD determines eligibility for and authorizes the provision of services.

***XIV. Changes in the Syllabus***

Information contained in this syllabus, other than the grading, late assignments, makeup work, and attendance policies, may be subject to change with advance notice, as deemed appropriate by the instructor.

Campus Resources and Services

Visit this website for a listing of campus resources and services.

<https://www.suu.edu/facultycenter/pdf/campusresourcesandservices.pdf>

**INTERNSHIP AGREEMENT  
Southern Utah University**

This SUU Standard Internship Agreement (“Agreement”) is made and entered into by and between Southern Utah University, a Higher Education Institution of the State of Utah (SUU), the SUU Student requesting an internship (Intern) and the following entity which shall be called “Employer” in this Agreement:

<b>Employer:</b>		<b>Contact Phone Number:</b>	
<b>Contact Person:</b>		<b>Contact Email Address:</b>	
<b>Address:</b>		<b>SUU Academic Dept.:</b>	

1. **Purpose.** Employer and SUU desire to facilitate internship opportunities and educational experiences for SUU students and therefore willingly enter into this Agreement to govern their relationship with respect to student Interns from SUU. Furthermore, the Intern is willing to enter into this agreement.
2. **General Considerations.**
  - 2.1 An internship, as defined by SUU Policy 6.3, is a cooperative student program between SUU and Employer. Employer will provide supervision, facilities, and instruction that help students of SUU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.
  - 2.2 This Agreement is effective upon the signing of this Agreement by all three Parties and may be terminated by either Party for any reason by providing 10 days advanced written notice to the other parties.
  - 2.3 SUU and Employer shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for SUU and for the Employer. Others may be designated by the parties at any time.

Steve T. Barney Professor of Psychology Southern Utah University 351 West University Blvd Cedar City, UT 84720 (435) 586-7955 Barney@suu.edu	<b>SUU or SUU Department Internship Coordinator:</b>	<b>Employer Internship Coordinator</b>
		<b>Name:</b>
		<b>Title:</b>
		<b>Address:</b>
		<b>City/St/Zip:</b>
		<b>Phone:</b>
		<b>Email:</b>

- 2.4 SUU and Employer agree to indemnify each other from any claims of liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement.
- 2.5 Neither SUU nor Employer will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims, disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both Parties, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.

2.6 This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between SUU and Employer and their employees, Interns, or agents. Rather, SUU, and its Intern(s) shall at all times be considered independent contractor(s). Each Intern is placed with the Employer to receive educational experience as part of the academic curriculum. Unless mutually agreed upon by the Employer and the SUU Departmental internship coordinator, duties performed by an Intern are not performed as an employee of Employer or SUU.

2.6.1 While the duties are performed under direct supervision of Employer's personnel, it is generally understood that the Intern is in a compensated role unless they meet the Unpaid Internship requirements defined by the Department of Labor Fair Labor Standards Act (<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>) and, therefore, the Employer shall provide worker's compensation coverage.

2.6.2 Under such conditions that the employer does meet the Unpaid Internship requirements defined by the Department of Labor Fair Labor Standards Act, neither the Employer nor SUU is required to provide worker's compensation coverage for the Intern participating in the educational experience.

2.6.3 If the Intern is *not* serving as an employee of the Employer or SUU, intellectual property produced by the Intern belongs to the Intern, not the Employer or SUU. If the Intern *is* serving as an employee of the Employer or SUU, intellectual property produced by the Intern belongs to the Employer or SUU.

2.7 The Employer, SUU and the Intern acknowledge and agree that it shall be the responsibility of each Intern to: (a) comply with the Employer's policies and procedures; (b) report any serious problems related to the Employer, including safety and personnel problems, to the Internship Coordinator at SUU and the Employer; and (c) maintain, and provide proof of, a health insurance policy in effect during the full period of the internship.

2.8 This Agreement covers:

Location	Address

**3. Responsibilities of SUU. SUU shall:**

3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of the Institution's program;

3.2 Ensure that each Intern from SUU is aware of Intern's responsibilities to abide by the terms of Section 2.7, and that Intern shall agree to abide by the terms in Section 5;

- 3.3 Ensure that the Intern participates in the internship during the dates specified unless modified by SUU and the Employer. This includes instructing each Intern about the consequences of not completing the internship;
  - 3.4 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward instruction and supervision;
  - 3.5 Ensure that for each internship, the SUU Internship Coordinator or the SUU Department Internship Coordinator (a) maintains ongoing contacts with the Intern and Employer, (b) discusses the specifics and expectations of the internship with the Intern and the Employer, (c) monitors the Intern's progress with Intern and the Employer, and (d) advises the Intern relative to a program of study related to the internship experience.
- 4. Responsibilities of Employer.** The Employer shall:
- 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of SUU's program;
  - 4.2 Orient the Intern to the employee's rules, policies, procedures, methods, and operations;
  - 4.3 Perform risk assessments and provide orientation to the Intern of known or reasonably likely risks;
  - 4.4 Evaluate the Intern's performance and notify the SUU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern;
  - 4.5 Comply with all federal, state, local, and municipal laws, ordinances and codes applicable to Employer;
  - 4.6 Private Sector "for-profit" Employers are required to follow the U.S. Department of Labor Wage and Hour Division's requirements for Internship Programs Under the Fair Labor Standards Act which can be found here: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
  - 4.7 Accept responsibility for supervising the Intern at the internship site.
  - 4.8 Employers grant Interns the following limited uses to works they create under the terms of the internship.
    - 4.8.1 1) The right to claim attribution, maintain copies or files of the work, and to display work in professional portfolios; and
    - 4.8.2 2) to derive other works from the works created as interns *unless* the work has resulted in a patent or other licensable property.
- 5. Responsibilities of Intern.** The Intern shall:
- 5.1 Be enrolled as an internship student by reviewing SUU Policy 6.3 and completing the SUU "Internship Permission Form" and "Internship Liability Waiver."
  - 5.2 Comply with Employer's rules, policies and procedures.
  - 5.3 Complete the internship during the dates specified unless modified by the Employer and SUU.

- 5.4 Work conscientiously under the direction of the supervisor assigned by the Employer, submitting all reports and assignments as required.
- 5.5 Report serious problems, including physical, safety, personnel, and other observed risk issues to the Employer Internship supervisor and the SUU/Departmental Internship Coordinator.
- 5.6 Accept risks involved during the internship program. Participation as an Intern may involve risks not found in study at the Institution. These include risks involved in traveling to and from the place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. The Intern represents that he/she has conducted a risk investigation and is willing to accept these risks.
- 5.7 Consult with his/her personal physician in regard to necessary immunizations and any other medical matters relating to participation in the internship program.
- 5.8 Authorize SUU's designated representative to grant permission for any necessary medical treatment for which the Intern will be financially responsible, if, during participation in the program, such intern shall become incapacitated or otherwise unable to provide consent for medical treatment and advance consent cannot be obtained from the Intern's family/guardians.
- 5.9 Be personally responsible for all housing, transportation, study, and other arrangements in connection with the internship and personally bear all associated costs, unless these are provided by the Employer. In addition, be personally responsible for any financial liability and obligation which is incurred, and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by the Intern during participation in the internship program.
- 5.10 Abide by all applicable laws. Intern should understand that he/she must personally attend to any legal problems encountered or incurred as an Intern.
- 5.11 Acknowledge and agree that as an Intern, he/she will be placed with the Employer to receive educational experience as part of his/her academic curriculum. Unless mutually agreed upon by the Employer and the SUU Departmental internship coordinator, duties performed as an Intern are not performed as an employee of the Employer but rather in fulfillment of the academic requirements of the Intern's educational experience and are to be performed under direct supervision by Employer personnel. Unless the Intern is approved to perform the internship as a compensated employee of the Employer, neither the Employer nor SUU is required to provide worker's compensation coverage for the Intern. Therefore, the Intern shall privately obtain and maintain in effect during the full period of the internship, an appropriate health insurance policy if s/he desires such coverage.
- 5.12 Understand that other expenses such as additional time lost from the job (if Intern has one), broken equipment (like a cell phone, for example), damaged clothing, etc., will not be covered by the Employer or SUU.
- 5.13 Acknowledge that all copyright and other intellectual property rights in any such original creative work produced by the Intern *during times employed and working under the terms of the Internship* shall be owned entirely by the Employer.

5.14 Acknowledge that he/she is bound by the terms and conditions of this agreement which specifically apply to Interns.

6. **Entire Agreement.** This Agreement and the associated documents reference herein constitute the entire agreement of the parties with respect to the subject matter of this agreement.
7. **Authorization.** The persons executing this Agreement on behalf of a party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such party.
8. **Counterparts; Electronically Transmitted Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all such counterparts shall constitute one and the same Agreement. Signatures transmitted by facsimile and/or email shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

SUU/Department:

Authorized Signature: \_\_\_\_\_

Printed Name: Steve T. Barney Ph.D.

Title: Psychology Department Internship Coordinator

Dated: \_\_\_\_\_

Employer:

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Dated: \_\_\_\_\_

Intern:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_