

Applying for an RHS Internship

Once students have selected an internship site they must complete and submit the **Internship Application, which consists of the following:**

- a. **RHS Internship Scheduling Sheet** (Appendix A).
- b. **Student Acknowledgement of RHS Pre-Internship Responsibilities Form** (Appendix B).
- c. **Job description or typed statement of expected job duties** the student will perform during internship. The Site Supervisor should provide this documentation. If not, the student should work with the Site Supervisor to create a list of job duties.
- d. **Typed statement of specific goals** (at least four) the student intends to achieve during internship. To write useful goals, students should answer the following question: “At the end of the internship, how will I determine whether this experience was successful and helped me professionally?” Good goals should also include at least two objectives, or ways of accomplishing the goals, and be specific with a specific end date. An example of a goal is as follows: Goal: I will learn to co-lead drug and alcohol awareness groups by the end of internship; Objective One: I will observe three groups by February 14, 2012; Objective Two: I will co-lead two groups by April 20, 2012.
- e. Student’s **resume**.
- f. Student’s **most recent degree audit** (accessed on eLion at <https://elion.psu.edu/>).
- g. **Publicity information** (brochures, printed web pages) about the internship site.
- h. Some sites (most often hospitals, Veteran’s Administration, Office of Vocational Rehabilitation) require a formal written contract between the agency/facility and Penn State. Penn State’s Office of General Council must review these contracts. This process can take 6-8 weeks because the Office of General Council is responsible for serving all Penn State campuses. Be sure to ask before accepting the internship if a contract will be needed. If a contract is needed, notify the Internship Coordinator so the review process can begin.
Students who pursue internships that require a contract WILL NOT be able to begin their internship until this contract agreement is reviewed and approved by the legal representatives from Penn State and the internship site.

Copies of Appendices A and B listed below, and are also located on the RHS website under the **Internship** link (<https://www.ed.psu.edu/educ/epcse/rhs/internship>). The completed Internship Application is submitted to the students’ academic adviser, who will approve and sign off on it, and pass it on to the RHS Program Coordinator (PC) for final approval. Students and advisers should not give the application directly to the Internship Coordinator (unless s/he is the student’s academic adviser). Students will know their internship has been officially approved when they receive a copy of the letter mailed to the Site Supervisor. Typically, this approval comes 1-2 weeks after the Internship is approved.

RHS INTERNSHIP SCHEDULING SHEET (Appendix A)

Submit to: RHS Academic Adviser
125 CEDAR Building
University Park, PA 16802

Internship approved _____
Number of credits _____

INTERN INFORMATION:

Name: _____
(please print legibly)

Address Where Student Will Be Living During Internship (Not Site Address)

Phone: _____

Permanent Address: _____
Phone: _____

SEMESTER REGISTERING FOR INTERNSHIP (RHS 495A):

Fall 20 ____ Spring 20 ____ Summer 20 ____

Student has met all requirements except internship credits: _____
(Adviser's initials)

INTERNSHIP SITE INFORMATION:

Supervisor Name: (Dr., Mr., Ms.): _____

Agency/facility Name: _____

Agency/facility Address (**full address including zip code**): _____

County located: _____ Population served: _____

Site (Supervisor) Phone No: _____

Accreditation or Licensure (e.g., CARF, JCAH, PARF, M.A.): _____

Is there a required written contract with the facility? _____

Student Signature: _____ Date: _____ ID#: _____

PSU Email: _____

Student Acknowledgement of RHS Pre-Internship Responsibilities (Appendix B)

This statement acknowledges that:

1. I have reviewed my audit with my academic adviser and, with exception of internship, have completed all degree requirements. I understand it is my responsibility to register my intent to graduate on eLion within the first two weeks of the semester I am completing internship.
2. I understand that in the event that I do not satisfactorily complete courses the semester prior to internship, I will not be able to begin internship. It is my responsibility to notify the Internship Coordinator and Site Supervisor if this situation occurs. Any deficiency must be satisfactorily completed before I begin internship.
3. I have submitted the following materials as part of my Internship Application:
 - Internship Scheduling Sheet (Appendix A)
 - Typed statement of internship job duties/job description
 - List of at least four goals and objectives to accomplish during internship
 - Current resume
 - Current degree audit showing all course requirements have been met
4. I have learned from my agency/facility Site Supervisor or representative whether the following forms are needed, at least 60 days prior to the internship starting date:
 - Child Abuse Background Check form (Act 151 Clearance)
 - Criminal Background Check form (Act 34 Clearance)
 - Malpractice insurance form
5. If any forms noted in #4 are required, I verify that I have completed all necessary paperwork.
6. I have received assurance from the perspective Site Supervisor that this person has a minimum of a bachelor's degree and, at least two years of experience in the field for which I am seeking training.

This signed and dated form must accompany the Internship Application. I am aware that failure to submit all necessary documentation by the required deadline could result in a delay in starting internship, which could affect graduation. I am also aware that submitting the Internship Application after the deadline will result in one letter grade deduction from my final grade.

My signature below indicates that I have read and understand this information.

Student Name (Signature)

Date

Student Name (Print)

Student Identification Number

Please retain a signed copy of this form for your records.