

## Table of Contents

Introduction	2
Pre-Internship	3
Steps to Select and Procure an Internship Site	4
Questions to Ask About the Internship Site	6
Pre-Internship Forms	7
Internship Site Information Sheet	8
Application to Enroll in RHS 497: Internship in Rehabilitation	11
Internship	13
Departmental and Faculty Information	14
Goals of the Internship	15
Student Requirements for the Internship	16
Example of Weekly Progress Report	19
Internship Supervision: Student, Agency and University Responsibilities	21
Early Termination Process	23
Course Syllabus for RHS 497: Internship in Rehabilitation	24
Internship Forms	27
Weekly Progress Report Form	28
Mid-Term Evaluation Form	30
Final Evaluation Form	40
Appendices	49
Appendix A: Sample University/Agency Affiliation Agreement	50

University of North Dakota  
Internship Manual

***Congratulations*** on your progress in the Rehabilitation and Human Services major! The internship is one of the final experiences in your degree program and your readiness for it represents much effort and learning on your part.

The internship is intended to provide you with a practical, on-the-job learning experience which gives you the opportunity to integrate theory with the "real world" of rehabilitation and human services delivery. This experiential learning has been successful in helping undergraduates move from being students to being new professionals in the field.

The agency and the agency supervisor are *key ingredients* for a good internship. You should do a thorough job of investigating possible internship sites and selecting the best possible site for your personal needs and goals.

This manual is intended to outline the steps you will follow to procure an internship site and the requirements you will meet to complete the internship experience successfully. Although your university advisor will assist you throughout the entire experience, from site selection to internship completion, it is fundamentally your responsibility to see that all requirements are met.

***Pre-Internship Activities***

***Steps to Select and Procure the Internship Site***

In order to enroll in RHS 497: Internship in Rehabilitation, you must meet the following qualifications:

- < 2.20 GPA
- < Completion of core courses in the RHS degree program
- < Completion of key emphasis area courses
- < Submit a satisfactory professional portfolio

**Step One: Investigation**

<ul style="list-style-type: none"> <li>➤ Begin to investigate possible internship sites. Tools to aid you in your search include: <ul style="list-style-type: none"> <li>• Former students</li> <li>• Faculty</li> <li>• Rehabilitation professionals you know</li> </ul> </li> </ul>	<b>At minimum</b> , two semesters before you will intern.
<ul style="list-style-type: none"> <li>➤ Contact the site(s) in which you are interested to investigate its quality, requirements, and application process.</li> </ul>	<b>At minimum</b> , two semesters before you will intern.
<ul style="list-style-type: none"> <li>➤ Discuss possible intern sites you have identified with your university advisor.</li> </ul>	<b>At minimum</b> , two semesters before you will intern.
<ul style="list-style-type: none"> <li>➤ Ask the intern site you have chosen to complete the form, “<b>Internship Site Information Sheet</b>”; the agency should mail the completed form to the RHS Program Director.</li> </ul>	<b>At minimum</b> , two semesters before you will intern.

**Step Two: Determination**

<ul style="list-style-type: none"> <li>➤ Choose your internship site, in consultation with your advisor.</li> </ul>	At minimum, two semesters before you will intern.
---	---

### Step Three: Application

<p>➤ Complete the “<b>Application to Enroll in RHS 497: Internship in Rehabilitation</b>” form and turn it in to the RHS Program Director. The RHS Faculty will approve or deny both your readiness to intern and the internship site you have chosen.</p>	<p><b>At minimum</b>, one semester before you will intern. <b>Deadlines:</b> May 1 for Fall, November 1 for Spring and April 1 for Summer.</p>
<p>➤ Complete the application process at the agency you have chosen and had approved by the RHS Faculty (this may involve a site visit and an interview process).</p>	<p><b>At minimum</b>, one semester before you will intern. This must be completed by mid-term of Fall or Spring semesters.</p>
<p>➤ Attend a pre-internship meeting with your academic advisor.</p>	<p><b>At minimum</b>, one semester before you will intern.</p>

### Step Four: Finalization and enrollment

<p>➤ Inform your university advisor of your acceptance at the internship site and the starting and anticipated ending date of your internship experience; the agency supervisor may ask you to complete other tasks as well, in preparation for your starting date.</p>	<p><b>During</b> semester previous to the one in which you will intern.</p>
<p>➤ The RHS Program Director will initiate the <b>University/Agency Affiliation Agreement (Appendix A)</b> and provide the agency with the University of North Dakota Internship Manual. Note: This step is the only one NOT completed by you!</p>	<p><b>At minimum</b>, one semester before you will intern. Allow lots of lead time for the agreement to be signed. Sometimes it takes months.</p>
<p>➤ Keep in touch with your agency supervisor to be sure you are ready to start at the beginning of the next semester.</p>	<p>Semester prior to internship.</p>
<p>➤ During Pre-Registration, enroll in 2 credits of RHS 491 – Rehabilitation Field Seminar and 10 credits of RHS 497: Internship in Rehabilitation.</p>	<p>Semester prior to internship.</p>

\* **Note:** Some internship sites are very competitive and it is advisable to begin arranging your internship site much sooner than the semester or two preceding it.

### **Questions to Ask About the Internship Site**

The assignment of each student to an agency for the internship experience is ultimately the decision of the Rehabilitation and Human Services faculty. However, this decision is based upon information received from the agency and from you, the student. Therefore, your input is important. You should ask for clarification from the agency in the following areas:

#### **Supervision:**

- Who will directly supervise me on a day-to-day basis?
- What type of supervision can I expect?
- What degree of independence can be expected?
- How much direction and guidance will I receive?
- What are the qualifications of the agency supervisor? (degree, certifications, experience)

#### **Meeting Personal Objectives:**

- How flexible is the agency supervisor to provide opportunities for students to become involved in activities in the agency which would meet personal learning objectives?

#### **Support Services:**

- Will I have clerical support?
- Will I have my own desk and/or work area?
- Will I have access to a telephone and a computer?
- What involvement will I have with other agency personnel?
- Will I be eligible for any agency benefits (e.g., free parking, reduced meal tickets, stipends, room and board)?

#### **Internship Position:**

- Can you elaborate on the position?
- What am I expected to have completed by the end of the internship experience?
- What skills will I learn and develop?



<i>Pre-Internship Forms</i>
<b>INTERNSHIP SITE INFORMATION SHEET</b>

***University of North Dakota Rehabilitation and Human Services Program***

The internship experience is one of the most important steps in preparing students for a professional career in Rehabilitation and Human services. If your agency is willing to participate in this educational program, please complete the following form to assist students in selecting an internship site to best fit their educational and professional goals and objectives.

1. Agency: \_\_\_\_\_ Date: \_\_\_\_\_

2. Street: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

4. Name of Internship supervisor: \_\_\_\_\_

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

Degree(s) & Major(s): \_\_\_\_\_

If certified or licensed, please give credential number and expiration date: \_\_\_\_\_

\_\_\_\_\_

**(attach additional pages listing all internship supervisors, if needed)**

5. Type of agency (e.g., vocational rehabilitation, independent living center, community rehabilitation program, mental health, supported employment, residential services, drug and alcohol rehabilitation, etc.) \_\_\_\_\_

6. Population served: age range \_\_\_\_\_ gender ratio: \_\_\_\_\_

7. Special characteristics of population served (e.g., types of disabilities, level of adjustment, cultural diversity, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Types of programs/services offered:

\_\_\_\_\_

\_\_\_\_\_

9. Operations: No. of days per week \_\_\_\_\_ No. of hours per day \_\_\_\_\_

10. Number of Rehabilitation and Human Services staff: \_\_\_\_\_

11. Type of student desired (skills, background, etc): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Liability insurance provided for student? Yes \_\_\_\_\_ (describe: \_\_\_\_\_)  
No \_\_\_\_\_

13. Remuneration provided to help defray student's expenses: \_\_\_\_\_

\_\_\_\_\_

14. Please enclose the following materials:

\_\_\_\_\_ a. Brochures of programs

\_\_\_\_\_ b. Listing of facilities

\_\_\_\_\_ c. Resume or vita of intern supervisor (include a copy of current license or

certification)

\_\_\_\_\_ d. Description of responsibilities and assignments for potential interns

**Return to:**

Rehabilitation and Human Services Program  
Gillette Room 110  
225 Centennial Drive Stop 7116  
Grand Forks, ND 58202-7116

For more information call: (701)777-2346

**Application to Enroll in RHS 497: Internship  
Rehabilitation and Human Services Program  
University of North Dakota**

Date \_\_\_\_\_ Semester of Internship \_\_\_\_\_

***STUDENT INFORMATION***

Student Name: \_\_\_\_\_ NAID # \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_ (Intern Site) \_\_\_\_\_

Student's E-Mail: \_\_\_\_\_

Campus Address: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

***READINESS FOR THE INTERNSHIP***

Emphasis Area(s): \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Grade Point Avg: \_\_\_\_\_ Have you completed all core Rehabilitation courses? Yes \_ No \_\_\_\_

If no, which courses remain? \_\_\_\_\_

\_\_\_\_\_

First Aid/CPR Certified? Yes \_\_\_\_\_ No \_\_\_\_\_ Portfolio Submitted? Yes \_\_\_\_\_ No \_\_\_\_\_

Resume completed? Yes \_\_\_\_\_ No \_\_\_\_\_ Contact with fieldwork site? Yes \_ No \_\_\_\_\_

Letter of Application to internship site sent on: \_\_\_\_\_ (date)

Response from internship site (describe): \_\_\_\_\_

\_\_\_\_\_

***INTERNSHIP SITE INFORMATION***

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

Agency Phone Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agency E-mail: \_\_\_\_\_

Agency/Fieldwork Supervisor: \_\_\_\_\_

(name)

(title)

Supervisor's degree(s) & major(s): \_\_\_\_\_

Supervisor's Certification: CRC \_\_\_\_\_ LPC \_\_\_\_\_ Other \_\_\_\_\_ (if other describe) \_\_\_\_\_

Expiration date of license or certification: \_\_\_\_\_

List fieldwork site supervisor's other qualifications (e.g., experience in field, experience in supervising student interns, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship description (what you will be doing, types of programs, responsibilities, duties, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* FOR RHS FACULTY USE ONLY \*\*\*

Internship Approved? Yes \_\_\_\_\_ No \_\_\_\_\_ Contract Approved? \_\_\_\_\_

Signature of Rehabilitation Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

## **Internship**

**University of North Dakota**  
**RHS 497: Internship in Rehabilitation and Human Services**  
**DEPARTMENTAL AND FACULTY INFORMATION**

Departmental Information:

**Department of Counseling Psychology and Community Services**

Rehabilitation and Human Services Program

Gillette Room 110

225 Centennial Drive Stop 7116

Grand Forks, ND 58202-7116

Telephone in main office: (701) 777-2346

RHS FAX number: (701) 777-3845

Faculty Information:

**Dr. David Perry, Professor and RHS Program Coordinator**

Office phone: (701) 777-3757

Home phone: (701) 775-8448

E-Mail: davidperry@mail.und.edu

College of Education and Human Development:

**Eric Tweton, Academic Advisor**

Office Phone: (701) 777-3183

E-Mail: erictweton@mail.und.edu

***For the student:***

- To achieve integration between theory and practice
- To acquire skills and competencies needed for practice in Rehabilitation and Human services
- To discover one's strengths and limitations within the field of Rehabilitation and Human services
- To develop an awareness of the total range of the field of practice (i.e., methods, activities, settings) and gain a better understanding of the day-to-day operations of a specific agency

***For the University of North Dakota:***

- To provide the student with opportunities for practical experiences in Rehabilitation and Human services with professional supervision and guidance
- To improve the educational process and enlarge the scope of the curriculum
- To foster close working and learning relationships with practitioners
- To provide a means of assessing and monitoring the relevance of the academic program at the University in terms of community needs

***For the internship site/agency:***

- To provide the agency the opportunity to assist in the preparation of future professionals
- To provide the opportunity to recruit trained professionals and to evaluate prospective staff candidates for later employment
- To provide the opportunity for exchange of ideas between professionals and students
- To foster close working relationships with the University of North Dakota

***Student Requirements for  
RHS 497: Internship in Rehabilitation***

RHS 497 - Internship in Rehabilitation is 10 semester credits

RHS 491 - Rehabilitation Field Seminar is 2 semester credits

A minimum of 480 clock hours are required

A minimum of 12 consecutive weeks are required

You must complete the following requirements in a professional manner in order to successfully complete the internship experience:

***Internship schedule and goals & objectives:***

You must provide a written description of your internship schedule. The written description must contain the following:

- Starting and projected ending dates
- Duties, assignments, and responsibilities planned for each week of the internship experience
- Goals and objectives that specify the knowledge, skills and competencies that you will develop over the course of the internship experience. This should be accomplished with your fieldwork site supervisor.

**Due date:** Within the first four weeks of the internship.

***Weekly written reports:*** Weekly written reports, using the 'Weekly Report Form', are required. It is suggested that a regular day each week be determined to e-mail or give the weekly report forms to your university supervisor. The summary of activities on the report form should include information about what you are doing, what experiences you had that were very rewarding, and what experiences you had that may have been frustrating or disappointing. The report should be reviewed with your site supervisor, who will sign it.

**Due date:** A weekly report form is to be sent at the end of each week of the internship. You can e-mail the form for the previous week at the beginning of the next week.

***Mid-term and final evaluations:*** Your fieldwork supervisor will be completing a mid-term and final evaluation of you. These will be completed on forms provided by the agency. He/she will discuss these evaluations with you. If the fieldwork site does not have established evaluation forms, the UND evaluation forms will be used (in the UND Internship Manual). It is the supervisor's responsibility to get these done, but you do have a responsibility to remind them.

**Due dates:** Mid-term evaluation should be completed 4-6 weeks into the internship  
Final evaluation should be completed within the last two weeks of the internship

***Special project:***

You need to complete a special project for the agency. **The project is to be agreed upon between you and your fieldwork site supervisor.** It must integrate knowledge, theory, and competencies from your coursework and be of use to the fieldwork site. This project must be of a significant nature (e.g., a program plan, an evaluation plan, etc.)

**Due date:** A copy of the special project must be turned in to your university supervisor (or a description of the special project) by the end of the internship.

***Resource notebook:***

You need to compile a resource notebook throughout your internship. In the notebook, include any information you feel will be useful to you as a practicing professional (e.g., policies and procedures, assessment tools, program protocols, standards of care, education worksheets, employee evaluation tools, brochures, copies of budgets, etc.). This notebook will be a valuable resource to you as a beginning professional in the field.

**Due date:** A copy of the resource notebook must be turned in to your university supervisor by the end of the internship. This will be returned to you, via arrangements made by you.

***Agency visitations:***

Visit at least two other agencies during your internship. Your fieldwork supervisor should assist you in arranging and scheduling these visits during your internship, as a part of your hourly requirement. The visits will increase your awareness of service delivery systems and networking.

Due date: To be determined by your agency supervisor

***Summary paper:***

At the conclusion of the internship, you will write a summary paper of your experience. This should include a general description of the agency and your duties and experiences, your evaluation of how you performed and learned, and an evaluation of the fieldwork site. **Unless you request for it not to be, this report will be shared with other students who are considering the same site for their internship.**

**Due date:** At the end of the internship

***Agency requirements:***

The agency may have additional requirements, apart from the University requirements. Some common requirements include the completion of case studies, providing an in-service to agency staff, or completing budgets. You are expected to complete these requirements with the same level of quality as the university requirements.

**Due date:** Determined by the fieldwork supervisor

***Professional work:***

As a representative of your university and the profession, you should act in a professional manner throughout your internship. All work you complete should be of highest quality. Your behavior and actions should reflect integrity, honesty, and caring. You must adhere to the policies, procedures, and expectations of the agency and the university and the ethical standards of the profession. The people who receive your services at your internship site should be treated with the highest regard.

<b>UNIVERSITY OF NORTH DAKOTA RHS 497 - Internship in Rehabilitation</b> <b>Weekly Progress Report</b> <i>(Example)</i>
---

Name: Terry Student Date: 5/30/08

Intern Agency: Hometown Hospital Rehabilitation Unit

1. Briefly summarize each day's activity.

Date	Summary of Activities	Hours
5-22-03	Department orientation: Policies and procedures. Department and hospital tour. Viewed assessments interviews, note taking for medical records.	8
5-23-03	Met with Behavioral Medicine staff. Observed on-unit activity (on restricted floor where most geriatric patients reside). Activity called Hollywood Premiere-where actors and such are guessed from pictures.	8
5-24-03	Helped in social skills group; attended meeting to discuss programs, committees, etc. Assisted in the group sport (waffle ball on roof); attended in-service on women who have alcoholic spouses. Met with Sandy (my supervisor) to go over any concerns and questions.	8.5
5-25-03	Assisted in community reintegration activity. Completed first progress note on patient in medical chart. Observed interdisciplinary team meeting to discuss patient progress.	7.5

2. What experiences were particularly rewarding during this report period?

The experiences I enjoyed the most were that of assessing consumers and following them in their progress in programs. I like the feeling of touching their lives for their benefit and having them see their success and progress. I enjoy leading or assisting programs and helping patients 1 on 1.

3. What experiences were particularly challenging?

Sometimes I get frustrated when patients won't cooperate, but I suppose that all comes from experience in how to accept their behavior and turn it around. I found the interdisciplinary staffing overwhelming, as so much information was discussed - - I had trouble understanding it all.

4. Other comments.

It was great to do my first progress note. I realized, after the water exercise group, that I should have taken more basic activity courses while still at UND.

Signatures: \_\_\_\_\_  
Student

\_\_\_\_\_  
Supervisor

**Internship Supervision: Student, Agency, and University Responsibilities**  
University of North Dakota

---

*Supervision Responsibilities of the  
Student*

---

The student is expected to assume the following responsibilities during the internship experience:

- Accept responsibility for the duties outlined by the agency supervisor and the requirements of the University of North Dakota, meeting all timelines and due dates.
- Become familiar with the regulations, standards, policies, and procedures pertaining to the agency and conform to them.
- Accept the agency's philosophy, methods, leadership, and program. Give constructive suggestions when asked.
- Develop mutually satisfactory goals and objectives with the agency supervisor.
- Plan thoroughly and in advance for all assignments and commitments.
- Notify the agency supervisor when it is necessary to be absent from work.
- Prepare for supervision conferences with the agency supervisor, being prepared to ask questions and present constructive ideas, as well as share honest feelings and reactions.
- Consult with the agency supervisor when confronted with challenges or problems that cannot be solved independently. Contact the university advisor if further assistance is needed.
- Dress appropriately for all assignments and maintain a well-groomed appearance.
- Be respectful to staff and clients of the agency - - project a professional image.

---

### *Agency Supervisor*

---

The agency supervisor serves as an agency-based teacher offering instruction and supervision to the intern utilizing the agency's operations to further the student's professional competence. The supervisor in the cooperating agency or department is expected to assume the following responsibilities:

- Challenge the student with meaningful experiences which meet both the student and agency needs.
- Plan the student's internship program and assignments in cooperation with the intern and in accordance with the University of North Dakota requirements.
- Provide a thorough orientation; inform the intern of all personnel policies and procedures.
- Schedule regular, periodic supervision conferences with the student intern to discuss performance, schedules, future assignments, and other issues.
- Monitor the student intern to protect and enhance the quality of the agency's service as well as the student's well-being while affiliated with the agency.
- Interpret the Rehabilitation internship program to the agency board or the controlling authority of the agency.
- Provide the student intern reasonable freedom to participate in staff meetings, activities, projects, programs, and key elements of service at the agency so as to obtain broad and relevant experience as a pre-professional.
- Regard the student intern with respect, and pass that respect on to other staff members by emphasizing the important role the agency plays in professional development.
- Early in the internship, assist the student in determining a major project that is of major scope and integrates core knowledge areas.
- Evaluate and review with the student her/his performance and submit the results to the University of North Dakota advisor (mid-term and final).
- Communicate regularly with the University advisor about any suggestions, problems, etc.

---

### *Supervision Responsibilities of the University Supervisor*

---

- Assist the student in selecting an internship site which will meet her/his educational and career needs and interests; review internship application and give final approval for site.
- Conduct a pre-internship meeting to review the requirements of the internship experience with the student.
- Formalize the internship site with the agency supervisor; initiate and follow-up on agency/university agreements.
- Provide the agency supervisor with information concerning its responsibilities as a participant in the internship program, as well as student responsibilities during the internship.
- Monitor the student's experience, through weekly reports, telephone consultations as needed with the agency supervisor and student, and site visits if feasible.
- Serve as a resource for the cooperating agency and the student.
- Work with all parties concerned to aid the agency in the achievement of its goals and to assure the best possible education experience for the student intern.
- Remove the student from an agency when both the agency and the intern agree that a different assignment would be in the best interest of the student.
- Evaluate all assignments, written reports, and evaluations and assign final grade, in consultation with the agency supervisor.

---

### *Early Termination Process*

---

The agency may exclude from participation any student whose performance is determined to be detrimental to the agency's clients; who fails to comply with established agency policies and procedures; who fails to comply with the applicable Code of Ethics; whose performance is otherwise unsatisfactory; or whose health status may prevent the required attendance and successful completion of the internship experience. The agency may suspend the internship of a student for any of the above reasons. Final termination of the experience may not occur until after consultation with the student's faculty advisor. The agency will provide the university with a written explanation of the termination.

<p style="text-align: center;"><b>RHS 497</b> <b>Internship in Rehabilitation</b> <b>10 semester credits</b></p>
--

Instructor: David C. Perry, Ph. D., CRC  
Rehabilitation & Human Services Program  
Dept. of Counseling Psychology and Community Services  
University of North Dakota  
Box 7116, Grand Forks, ND 58202

Office: (701) 777-3757  
Home: (701) 775-8448  
E-Mail: david.perry@mail.und.edu

Counseling Psychology and Community Services Dept.

Office: (701) 777-2346  
FAX: (701) 777-3845

**Description:**

The internship is intended to provide students with practical, on-the-job experience which gives them the opportunity to integrate theory with the "real world" of Rehabilitation and Human services service delivery.

The agency and the agency supervisor are key ingredients for a good internship. Students should do a thorough job of investigating possible internship sites and selecting the site. The university advisor will provide assistance in this process.

The agency supervisor will provide feedback to the university in the form of written evaluations and oral communication about the student's progress. This input and the student's written reports will be utilized to determine satisfactory progress and completion of the internship course. It is the responsibility of the university faculty member supervising/instructing the intern course to assign grades. Grading for the internship is S/U (satisfactory/unsatisfactory). Letter grades are utilized for RHS 491 - the Field Experience Seminar.

**Student Requirements:**

1. **Contact Information:** Be sure to inform the university intern supervisor of the name, address, and phone number of your direct agency supervisor and how to get in contact with you at the intern site. It is your responsibility to inform the university supervisor of any change of address, telephone number, or status during the internship.

2. **Internship overview, plan, and goals:** You must provide a written description of your internship schedule (including starting and projected ending dates, duties, responsibilities, and goals/objectives. This is due within the first two weeks of the internship. This should be accomplished with your fieldwork site supervisor.

3. **Weekly report forms:** Weekly report forms are required. It is suggested that a regular day each week be determined to e-mail or give the weekly report forms to the university supervisor. The summary of activities on the report form should include information about what you are doing, what experiences you had that were very rewarding and what experiences you had that may have been frustrating or disappointing. Use the attached weekly report form each week.

4. **Mid-term and final evaluations:** Your fieldwork supervisor will be completing a mid-term and final evaluation of you. These will be completed on forms provided by the agency. He/she will discuss these evaluations with you. If the fieldwork site does not have established evaluation forms, the UND evaluation forms will be used (in the UND Internship Manual) It is the supervisor's responsibility to get these done, but you do have a responsibility to remind them.

5. **Special project:** You need to complete a special project for the agency. The project is to be agreed upon between you and your fieldwork site supervisor. It must integrate knowledge, theory, and competencies from your coursework and be of use to the fieldwork site. This project must be of a significant nature (e.g., a program plan, an evaluation plan, etc.) A copy of the special project must be turned in to your university supervisor (or a description of the special project).

6. **Resource notebook:** You need to compile a resource notebook throughout your internship. In the notebook, include any information you feel will be useful to you as a practicing professional (e.g., assessment tools, program protocols, standards of care, Human education worksheets, employee evaluation tools, brochures, copies of budgets, etc.).

7. **Agency visitation:** Visit two other agencies during your internship. Your fieldwork supervisor should assist you in arranging and scheduling these visits during your internship, as a part of your hourly requirement. The visits will increase your awareness of service delivery systems and networking.

8. **Written summary paper:** At the conclusion of the internship, you will write a written summary paper of your experience. This should include a general description of the agency and your duties and experiences, your evaluation of how you performed and learned, and an evaluation of the fieldwork site. The paper will not be shared with the fieldwork site, but may be shared with other students who are considering the same site for their internship.

9. **Professional work:** As a professional, you must type all reports.

10. **Time requirement:** A total of 480 clock hours are required for the 10 credits given for RHS 497. At least twelve consecutive weeks are also required.

#### **Rules for Giving Incomplete:**

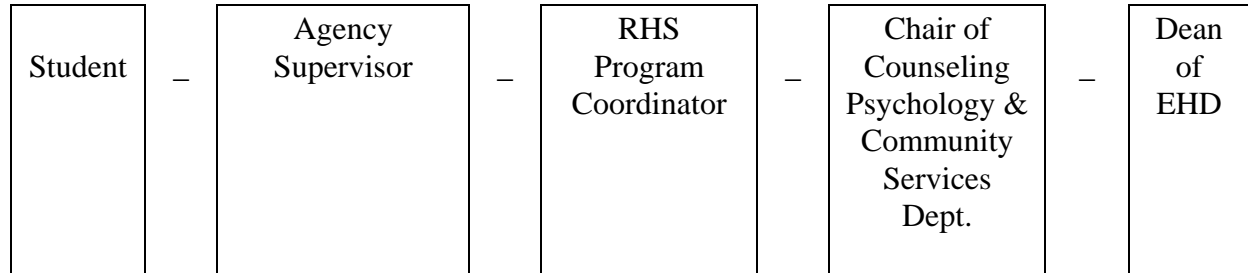
UND Policy: The mark of "I" for Incomplete shall be assigned only to the student who has been in

attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to the instructor.

\*Partial credit is not given for the internship. You must complete the entire internship.

**Conflict Resolution:**

Students should work through channels to resolve problems through the appropriate channels:



**Early Termination:**

The agency may exclude from participation any student whose performance is determined to be detrimental to the agency’s clients; who fails to comply with established agency policies and procedures; who fails to comply with the applicable Code of Ethics; whose performance is otherwise unsatisfactory; or whose health status may prevent the required attendance and successful completion of the internship experience. The agency may suspend the internship of a student for any of the above reasons. Final termination of the experience may not occur until after consultation with the student’s faculty advisor. The agency will provide the university with a written explanation of the termination.

***Internship  
Forms***

UNIVERSITY OF NORTH DAKOTA  
RHS 497 - Internship in Rehabilitation

Weekly Progress Report

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

Intern Agency: \_\_\_\_\_

1. Briefly summarize each day's activity.

<u>Date</u>	<u>Summary of Activities</u>	<u>Hours</u>
-------------	------------------------------	--------------

RHS 497 - Weekly Progress Report  
Page 2

2. What experiences were particularly rewarding during this report period?

3. What experiences were particularly challenging?

4. Other comments:

Signatures: \_\_\_\_\_  
Student Supervisor

**UNIVERSITY OF NORTH DAKOTA**

**Rehabilitation and Human Services Program  
RHS 497: Internship in Rehabilitation**

**Mid-term Evaluation**

Name of Intern: \_\_\_\_\_

Intern Agency: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Period Covered by Evaluation: From: \_\_\_\_\_ To: \_\_\_\_\_

This evaluation should be made with care and fairness for the interest of the student. Reflect carefully upon the intern's performance and make an honest judgment of the qualities of the intern. Base your judgment on the entire period covered and not upon isolated incidents alone. A final evaluation will be completed at the conclusion of the intern experience.

As a guideline, the following categories will be helpful. Insert the appropriate rating in the blank provided for each area to be rated.

- |            |   |
|------------|---|
| EXCELLENT: | Consistently exceptional in fulfilling requirements           |
| GOOD:      | Regularly meets and occasionally exceeds minimum requirements |
| FAIR:      | Does passable work but does not extend her/himself.           |
| POOR:      | Fails to meet minimum requirements                            |

1. **Knowledge of Position:** Understanding of the requirements of the internship, the intern's place in the organization, and expectations of the intern.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

2. **Productivity:** Use of time and facilities, volume and nature of work produced, planning and follow through.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. **Quality of Work:** Organization, thoroughness, accuracy, neatness, foresight, soundness of decisions, clarity of expression.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. **Relationships with Clients/Consumers:** Respect, tact, insight, effectiveness, courtesy.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Communication:** Ability to communicate effectively with other staff members and ability to secure acceptance of ideas, methods, procedures and plans by other staff members. Consideration of viewpoints of others.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. **Relations with Other Departments:** Knowledge of the functions of other departments, service areas, and resources serving your clients/consumers. Ability to coordinate and cooperate with these other departments.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

**7. Writing Ability and Oral Expression:** Degree of skill and ability to express thoughts on paper, reports, projects, command of language and ability to speak to others.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

**8. Responsibility:** Dependability, ability to meet schedules, follow-through, and attend to instructions.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

9. **Independent Functioning:** Ability to perform without constant supervision and to function constructively on own initiative when necessary.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

10. **Personal Habits:** Attention to appearance, including suitability of attire and grooming.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

11. **Attendance and Punctuality:** Regularity of attendance, promptness of reporting absence, tardiness, and time off for illness or personal business. Clock Watching.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

12. **Attitude:** Loyalty, interest, and approach to the internship, associates, public and the agency. Ability to comply with established procedures and policies.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

13. **Judgment:** Possesses common sense, distinguishes important from unimportant, ability to reason through situations, evaluates the problem before deciding, tact.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

14. **Development of Skills and Competencies:** Describe: \_\_\_\_\_

---

---

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

15. **Other Performance Areas:** Describe: \_\_\_\_\_

\_\_\_\_\_

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

16. **OVERALL PERFORMANCE:** Total overall performance on the internship.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***INTERNSHIP OBJECTIVES***

Indicate if satisfactory progress is being made toward student objectives. (Student is responsible for listing objectives)

YES NO Objectives:

***COMMENTS***

Intern's Comments:

Supervisor's Comments:

**SIGNATURES**

---

Supervisor

Date

---

Student

Date

*Please return to University Advisor upon completion.  
Thank you!*

---

University Advisor

Date

**UNIVERSITY OF NORTH DAKOTA  
Rehabilitation and Human Services Program  
RHS 497: Internship in Rehabilitation**

**Final Evaluation**

Name of Intern: \_\_\_\_\_

Intern Agency: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Period Covered by Evaluation: From: \_\_\_\_\_ To: \_\_\_\_\_

This evaluation should be made with care and fairness for the interest of the student. Reflect carefully upon the intern's performance and make an honest judgment of the qualities of the intern. Base your judgment on the entire period covered and not upon isolated incidents alone. A final evaluation will be completed at the conclusion of the intern experience.

As a guideline, the following categories will be helpful. Insert the appropriate rating in the blank provided for each area to be rated.

EXCELLENT:	Consistently exceptional in fulfilling requirements
GOOD:	Regularly meets and occasionally exceeds minimum requirements
FAIR:	Does passable work but does not extend her/himself.
POOR:	Fails to meet minimum requirements

1. **Knowledge of Position:** Understanding of the requirements of the internship, the intern's place in the organization, and expectations of the intern.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

2. **Productivity:** Use of time and facilities, volume and nature of work produced, planning and follow through.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

3. **Quality of Work:** Organization, thoroughness, accuracy, neatness, foresight, soundness of decisions, clarity of expression.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

4. **Relationships with Clients/Consumers:** Respect, tact, insight, effectiveness, courtesy.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

5. **Communication:** Ability to communicate effectively with other staff members and ability to secure acceptance of ideas, methods, procedures and plans by other staff members. Consideration of viewpoints of others.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

6. **Relations with Other Departments:** Knowledge of the functions of other departments, service areas, and resources serving your clients/consumers. Ability to coordinate and cooperate with these other departments.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

7. **Writing Ability and Oral Expression:** Degree of skill and ability to express thoughts on paper, reports, projects, command of language and ability to speak to others.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvements: \_\_\_\_\_

\_\_\_\_\_

8. **Responsibility:** Dependability, ability to meet schedules, follow-through, and attend to instructions.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

---

---

9. **Independent Functioning:** Ability to perform without constant supervision and to function constructively on own initiative when necessary.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

10. **Personal Habits:** Attention to appearance, including suitability of attire and grooming.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

11. **Attendance and Punctuality:** Regularity of attendance, promptness of reporting absence, tardiness, and time off for illness or personal business. Clock Watching.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

---

Suggestions for improvement: \_\_\_\_\_

---

---

12. **Attitude:** Loyalty, interest, and approach to the internship, associates, public and the agency. Ability to comply with established procedures and policies.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvements: \_\_\_\_\_

\_\_\_\_\_

13. **Judgment:** Possesses common sense, distinguishes important from unimportant, ability to reason through situations, evaluates the problem before deciding, tact.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

\_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

\_\_\_\_\_

14. **Development of Skills and Competencies:** Describe: \_\_\_\_\_

\_\_\_\_\_

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

---

---

Suggestions for improvement: \_\_\_\_\_

15. **Other Performance Areas:** Describe: \_\_\_\_\_

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

16. **OVERALL PERFORMANCE:** Total overall performance on the internship.

Rating: \_\_\_\_\_

Strong Points: \_\_\_\_\_

Suggestions for improvement: \_\_\_\_\_

***INTERNSHIP OBJECTIVES***

Indicate if satisfactory progress is being made toward student objectives. (Student is responsible for listing objectives)

YES NO Objectives:

***COMMENTS***

Intern's Comments:

Supervisor's Comments:

**SIGNATURES**

---

Supervisor

---

Date

---

Supervisor

---

Date

*Please return to University Advisor upon completion  
Thank you!*

---

University Advisor

---

Date Reviewed

*Appendices*

**APPENDIX A:**  
**Sample University/Agency Affiliation Agreement**

University of North Dakota  
Rehabilitation and Human Services Program  
**EDUCATIONAL AFFILIATION AGREEMENT**

This agreement is made by and between the Rehabilitation and Human Services Program, Department of Counseling Psychology and Community Services of the University of North Dakota, Grand Forks, North Dakota, hereinafter referred to as the "University" and Hometown Rehabilitation and Human Services Agency of Hometown, ND, hereinafter referred to as the "Agency."

**WHEREAS**, the State of North Dakota, doing business as the University of North Dakota, is currently providing a Rehabilitation and Human Services Curriculum within the University and desires to obtain Internship experience for students enrolled in the curriculum, and

**WHEREAS**, the Agency is committed to the professional education and training of Rehabilitation and Human Services students and is willing to assist in their education by providing opportunities to complete an experience.

**NOW THEREFORE**, the University and Agency agree as follows:

**I. THE UNIVERSITY AGREES:**

- 1.1 To be responsible for meeting program educational requirements.
- 1.2 To provide a field-based instruction manual to the Agency and students that outlines standards of performance and guidelines for the internship experience.
- 1.3 To provide professional liability insurance for the students and university faculty. This undertaking is subject to the continuing approval of the North Dakota State Board of Higher Education and is subject to unilateral rescission without prior notice.
- 1.4 To inform students of the confidential nature of all Agency and client records and information.
- 1.5 To assign a faculty member who will serve as a liaison between the Agency and the University.
- 1.6 To provide to the Agency information regarding the student's experience or academic background or both prior to placement as authorized by the student.
- 1.7 To place only students who have satisfactorily completed all required prerequisite courses and any other academic requirements and have been recommended by faculty for placement in the internship experience.

## **II. THE AGENCY AGREES:**

- 2.1 To collaborate with the University in the selection of learning assignments which meet the educational needs of the students
- 2.2 To supervise and instruct the students during the internship experience. Upon request, the Agency shall submit to the University vitae of persons supervising or instructing students.
- 2.3 To conduct student performance evaluations as directed by the University.
- 2.4 To notify the University immediately if a student is not performing satisfactorily. The Agency will follow any oral notice made under this paragraph with a written memorandum.
- 2.5 To provide the students with appropriate office space and resources, including access to the Agency's library, to carry out their assigned duties.
- 2.6 To orient students and, as needed, the faculty liaison, to the Agency and its policies, procedures, rules and regulations applicable to their conduct while in the Agency.
- 2.7 To notify the University prior to student placement in the Agency of any requirements for student immunizations or medical insurance coverage.
- 2.8 To maintain all licenses, permits, certificates and accredited statuses held at the time of execution of this Agreement which are applicable to performance of this Agreement.

## **III. THE UNIVERSITY AND THE AGENCY AGREE:**

- 3.1 That the number of students placed in the Agency, the duration and the timing of the internship experience shall be mutually agreed upon.
- 3.2 To collaborate in identifying specific internship experience objectives, the student assignments, and learning activities for each student placed in the Agency.
- 3.3 To follow termination procedures outlined in the field-based instruction manual in the event the placement is terminated prior to its intended conclusion.
- 3.4 That the Agency may exclude from participation any student whose performance is determined to be detrimental to the Agency's clients; who fails to comply with proper channels of communications, with established Agency policies and procedures or with the appropriate ethical standards; or whose performance is otherwise unsatisfactory, including any student who is unable to maintain compatible working relationships with the Agency's employees, or whose health status may prevent required attendance and student's successful completion of the internship experience.

## **IV. LIABILITY**

- 4.1 Each party shall be responsible for claims, losses, damages and expenses which may arise out of negligent acts or omissions of that party or its agents, employees, or students in performance of this agreement.
- 4.2 The liability of the University is limited by the constitution and laws of the State of North Dakota and by the limits of insurance of the University. Nothing herein shall preclude the State of North Dakota from asserting against third parties any defenses to liability it may have under North Dakota law.
- 4.3 The Agency agrees to inform the University in the event either an investigation or claim arises out of patient or client care services performed by a student or University faculty, and shall provide the University with reasonable access to information involving such student or faculty in any investigation or claim. The Agency shall notify the University of the disposition of any such investigation or claim.

## **V. TERM AND TERMINATION OF AGREEMENT**

- 5.1 This agreement shall be effective beginning the 1<sup>st</sup> day of January, 2003 and shall continue for one year. It will be automatically renewed for subsequent periods of one year unless either the University or the Agency terminates the agreement by tendering 30 days written notice prior to the intended date of termination.
- 5.2 In the event that the Agency terminates this agreement, the Agency agrees that no students participating in an ongoing internship experience will be denied the opportunity to complete the affiliation, even when the effective date of termination occurs prior to the completion date of the internship experience. In such an event, all applicable provisions of this agreement, including the right to terminate any student, shall remain in force until the end of the internship.
- 5.3 The University may terminate this Agreement effective upon delivery of written notice to the Agency, or at such later date as may be stated in the notice, if any license, permit, certificate or accreditation required by law, rule or regulation, or by the terms of this Agreement, is for any reason denied, removed, suspended, or not renewed.

## **VI. NONDISCRIMINATION**

The University and the Agency agree that in the performance of this contract there will be no discrimination in violation of the law or the policies of the University of North Dakota. Therefore, there will be no discrimination on the basis of race, color, sex, religion, sexual orientation, age, national origin, the presence of any mental or physical disability, or status with respect to marriage or public assistance.

## **VII. APPLICABLE LAW**

This agreement is governed by the laws of the State of North Dakota.

## **VIII. ASSIGNMENT**

Neither party may assign or otherwise transfer or delegate any right or duty without the express written consent of the other party.

## **IX. NOTICES**

All notices or other communications purporting to exercise or otherwise affect rights and duties under this Agreement shall be given by registered or certified mail, addressed to the parties as indicated below, and are complete on the date mailed.

Notices to the University shall be addressed to:

Dr. David Perry, Program Coordinator  
Rehabilitation and Human Services Program  
Gillette Room 110  
225 Centennial Drive Stop 7116  
Grand Forks, ND 58202-7116

Dr. Michael Loewy, Chair  
Department of Counseling Psychology and Community Services  
University of North Dakota  
P.O. Box 8255  
Grand Forks, ND 58202

Notices to the Agency shall be addressed to:

John Supervisor  
Hometown Human Service Agency  
1234 Rehabilitation Way  
Hometown, ND 58999

## **X. MODIFICATION**

This Agreement may not be waived, altered, modified, supplemented, or amended in any manner except by written agreement signed by both parties.

Affiliation Agreement

Page 4 of 5

## **XI. SEVERABILITY**

