PLEASE NOTE: This guide is modeled after the program at St. Cloud State University, St. Cloud, MN. Thanks to Rona Karasik for so generously sharing her materials.

GERONTOLOGY INTERNSHIP GUIDE

Preparation for Internship Placement
There are several steps involved in finding an internship placement:

1. During the semester before the internship, the student is expected to contact the Gerontology Internship Supervisor and indicate his/her interest in planning a gerontology internship. This should take place as early as possible during the previous semester. At this time, the student’s needs, goals, and career objectives will be discussed.

2. Following discussions with the internship supervisor, students will be instructed to contact potential sites. It is often helpful at this step to talk to several agencies to find out what types of internship opportunities they might have available. IMPORTANT NOTE: The internship experience is intended to be a learning experience. Students should carefully consider what types of skills/opportunities each site is likely to provide.

3. In conjunction with the internship supervisor, students select/accept an internship:
   a. Discuss selection with internship advisor
   b. Notify internship site of your decision
   c. Register for GERO 495. As this is a “permission only” course you will need to see the internship supervisor for permission to register. You will need to know (1) the name of the internship site; and (2) the name of your internship site supervisor.
   d. Complete the “Gerontology Internship Agreement.” A copy is due to the internship advisor by the end of the first week of your internship. The form needs to be signed by (1) you, the student intern; (2) your agency supervisor; (3) the CCSU internship advisor.
   e. Prepare a draft of your “Internship Contract.” A final signed copy is due to the internship advisor by the third week of your internship.

The Internship Seminar
As this is a 4-credit course, students doing a gerontology internship are required to attend a weekly seminar in addition to spending 8-10 hours each week at their internship site (for a total of 120 hours over the course of the semester). Completion of weekly readings and other assignments relevant to the internship will be required as part of the seminar.

Internship Evaluation

1. Evaluation 1 – Completed by the internship site supervisor and due during the 6th week of the internship (or as soon as the student has completed 50 internship hours). This should be based on a review of the initial contract by the agency supervisor. The student’s progress toward meeting the goals outlined in the contract should be assessed.

2. Evaluation 2 – Completed by the internship site supervisor and due during the final week of the internship. This is the final evaluation and should again address the student’s progress toward meeting the goals stated in the contract. This evaluation should compare the student’s beginning level of skills and performance at the agency with his/her skills and performance at the end of the internship period.

3. Student Evaluation of Internship Site – Completed by student intern and due to the CCSU internship supervisor the final week of the internship. This evaluation is based on the student’s perceptions of their internship site.

4. Student Evaluation of the Internship Experience – Completed by student intern and due to the CCSU internship supervisor the final week of the internship. Students answer 4 questions that ask them to discuss their internship experience in the context of their overall experience and understanding of the field of gerontology.
The gerontology internship is designed to help students bridge their academic studies with professional experience. Internships are individually designed to enhance the learning needs and career goals of each student. While expectations may vary slightly from site to site, please note the following guidelines for all CCSU gerontology interns:

**Daily Conduct**

- **Comply with any/all standards for professional dress on site** (if you are not sure, ask!). Clothing should be neat, clean, and conservative. Flip flops, torn clothes, and/or revealing attire are likely to be inappropriate at any site, no matter how “casual” the dress code.
- **Be on time, every time** (and provide ample notice if you must alter your schedule for any reason).
- **Follow through on all assignments in a timely fashion** (if you are not sure how to complete a task, ask!).
- **Maintain a positive, friendly attitude**
- **Take you work as an intern seriously**
- **Take initiative, but know your limitations** (be mindful of safety and site regulations)
- **Be respectful and polite to everyone at your site** (that includes clients, staff, and supervisors)
- **Keep non-work activities to a minimum on site** (internship sites are not a place for personal phone calls, texting, relationship drama, etc.)
- **Communicate appropriately.** If you have a question, ask! Avoid swearing, complaining, gossiping, and other forms of negative communication.
- **Listen more, talk less!**
  - Be open to new ideas and learning new things
  - Listen and respond appropriately to feedback
  - Ask for feedback – you are there to learn!

**Honesty/Integrity**

- **Interns are expected to conduct themselves in a truthful, ethical manner at all times.**
- **Ask agency supervisor about HIPAA practices that you should be following** (and review HIPAA materials on Vista)
- **Illegal behaviors will not be tolerated** (and will be reported to the appropriate authorities). This includes drug use, sexual harassment, abuse, larceny, etc.

I acknowledge that I have read, understood, and agree to comply with the above guidelines:

________________________________________    ___________________
Intern signature         Date
GERONTOLOGY INTERNSHIP AGREEMENT

INTERNSHIP AGREEMENT BETWEEN CENTRAL CONNECTICUT STATE UNIVERSITY GERONTOLOGY PROGRAM AND PROGRAMS AND AGENCIES PROVIDING GERONTOLOGY INTERNSHIPS:

1. The Gerontology Program agrees to the following provisions:
   a. To provide the agency with students who have education and skills to meet the needs stated by the agency.
   b. To provide the agency with a clear understanding of the school’s expectations of the internship student and agency supervisor.
   c. To assist students in developing a learning contract that will specify student goals and objectives for the internship.
   d. For the supervising faculty member to be available during the semester to discuss any concerns that the agency or supervisor may have regarding the internship or the student’s progress.
   e. To provide the students with an integrating seminar to run concurrently with the internship to assist students in the process of integrating course material with their internship.
   f. To grade the student’s internship considering carefully the recommendations of the agency supervisor.

2. The internship agency agrees to the following provisions:
   a. To designate a supervisor who will oversee the student’s work and guide the student’s learning and growth.
   b. To provide the student with an orientation to the agency and related service systems.
   c. To provide the student with ongoing supervision and to meet with the student.
   d. To provide the school with a midterm and final evaluation of the student’s performance and professional development.

3. Provision for termination of internship:
   The faculty supervisor, the agency supervisor, or the student has the option of terminating the internship during the semester with due cause and notice to all three parties.

   Due cause will be considered a breach of the above provisions, a problem with the student’s learning, a breakdown in the supervisory relationship that is hindering the student’s learning, inadequate performance on the part of the student, or other problems that make it advisable for the student to discontinue his/her internship.

   In the case of an internship termination all three parties (agency representative, faculty supervisor, and student) will meet to discuss termination.

   Agency Supervisor (print name/contact info) ______________________________________________

   Signature                                   Title                                   Date

   Student Intern (print name/contact info) ______________________________________________

   Signature                                   Date

   CCSU Gerontology Faculty Supervisor: Andrea June, ajune@ccsu.edu, (860)832-3105

   Signature                                   Title                                   Date
GUIDELINES FOR PREPARING THE INTERNSHIP LEARNING CONTRACT

**CONTRACT**: The first draft of the contract will be developed by the student during the first two weeks of the internship. This draft must be reviewed by both the faculty and agency supervisors. The full contract in final form will be signed by the student, faculty supervisor, and agency supervisor by the end of the third week of the internship. The contract will be used as a supervisory tool and will be the primary basis of evaluations.

**PARTS OF THE CONTRACT**

1. Data section – contact information, internship schedule (included on learning contract cover page)
2. General description of the internship – not more than one paragraph
3. Learning goals
   a. **Knowledge goals** – Specify what factual information, terminology, principles, and ideas of the profession you want to learn about through the internship. The knowledge goals may include things such as agency policies, understanding the services provided by the agency, etc.
   b. **Skill goals** – Skills you hope to gain through completion of the internship. Focus on things you want to learn to do (e.g., learn to write a case report, develop good rapport with residents/clients). They should be based upon self-assessment, highlighting areas in which you are weak.
   c. **Task goals** – The agency requirements of tasks to be accomplished by the student. This part in particular, should be completed in conjunction with the agency supervisor. May involve special projects or specific tasks to be accomplished over the course of the internships.

Each section of the goals should include:

1. Two specific goals for each category
2. List at least one activity (method or strategy) for accomplishing each goal
3. Methods of evaluation for each goal are to be listed after each corresponding activity.

**WRITING THE CONTRACT**

1. **Guidelines for writing goals:**
   a. They should be simple, one-line statements indicating what you intend to accomplish.
   b. They should, where possible, emphasize output, not input, i.e., they should represent what you intend to accomplish, not what you intend to do in order to accomplish something.
   c. They should represent major areas of concern.
   d. They should be inclusive, i.e., they should represent all of the knowledge, skills, and tasks you intend to learn/accomplish during your internship.

2. **Guidelines for writing activities:**
   a. They should be simple one-line statements.
   b. They should be measurable. The must be able to be assessed.
   c. They should be as specific as possible; if it cannot be measured it is not specific enough.
   d. They should be time limited. When do you anticipate doing or completing this activity?

3. **Guidelines for writing your methods of evaluation:**
   a. Included after each goal and activity should be a brief statement of the method that you will use to evaluate/assess the accomplishment of this goal.
   b. Students should ask: “How will I know if the goal has been accomplished?” (Example: get feedback from supervisor, provide data supportive of goal attainment, etc.)
   c. They should be specific one-line statements.
Student Name: _________________________________________________________________________________

Phone: _______________________________ Email: _______________________________________________________________________

Internship schedule: ____________________________________________________________________________

Agency Name: _________________________________________________________________________________

Agency Address: _________________________________________________________________________________

Supervisor Name: _______________________________________________________________________________

Supervisor Title: _______________________________________________________________________________

Phone: _______________________________ Email: _______________________________________________________________________

FAX: ___________________________________________________________________________________________

Name(s) of other agency staff who will assist with your supervision: _____________________________________
____________________________________________________________________________________________

Please attach a one paragraph general description of the internship as well as a list of your learning goals, activities, and methods of evaluation.

Please review with your agency supervisor and revise as needed. This document will serve as a guideline for evaluation.

Please sign below to indicate that the learning contract has been reviewed and approved. Turn in a signed copy to your faculty supervisor.

Agency Supervisor Signature __________________________________________ Date _________________________

Student Signature ___________________________________________________ Date _________________________

Faculty Supervisor Signature __________________________________________ Date _________________________
CCSU Gerontology Intern Evaluation 1

Name of Intern: __________________________________

Signature of Agency Preceptor: ____________________ Date: ____________________

Site Preceptor: Thank you for your willingness to serve as a site preceptor for the CCSU Gerontology Program. Please take a few minutes to complete this evaluation based on the intern’s current performance and their internship goals as stated in their internship contract. Additional comments may be attached if desired. In addition to submitting this form, please be sure to discuss your responses directly with the intern. If you would like to speak with the CCSU Gerontology internship supervisor (Andrea June, Ph.D.) she can be reached at ajune@ccsu.edu 860-832-3105.

1. Please rate the intern’s work and progress so far with regard to the following:

<table>
<thead>
<tr>
<th></th>
<th>Never</th>
<th>Rarely</th>
<th>Sometimes</th>
<th>Often</th>
<th>Always</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Arrives for internship on-time and as scheduled</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>b) Dresses appropriately while on site</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>c) Interacts in a positive manner with staff</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>d) Interacts in a positive manner with others at site</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>e) follows through with assigned tasks</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>f) Takes initiative as appropriate</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>g) Takes direction from supervisors</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>h) Listens and responds appropriately to feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>i) Acts in a professional manner while on site</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

2. Using the student’s internship contract as a guide, please rate the intern’s work and progress so far with regard to the agreed upon learning, task, and skill goals:

<table>
<thead>
<tr>
<th></th>
<th>No Progress</th>
<th>Moderate Progress</th>
<th>Excellent Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Knowledge goals</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>b) Skill goals</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>c) Task goals</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

3. Please rate your satisfaction with the following:

<table>
<thead>
<tr>
<th></th>
<th>Not satisfied</th>
<th>Somewhat Satisfied</th>
<th>Extremely Satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The level of supervision the intern requires</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>b) The intern’s progress so far</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>c) The intern’s professionalism on the site</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>d) The intern’s overall performance on site</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
4. Please list the intern’s strengths with regard to their work and progress at their internship.

5. Please list the intern’s weaknesses and/or areas to improve on with regard to their work and progress at their internship.

6. Additional comments or concerns:

7. Grade recommendation: ________

   Note: CCSU employs an A-F grading system to measure student achievement. Grades may include a “+” or “-” for further differentiation of achievement. A = excellent, B = Above average, C = Average, D = Below average, F = Fail.

   Thank you for your feedback! Additional comments may be attached on a separate sheet if desired.
CCSU Gerontology Internship

Student Evaluation of Internship
(To be completed by intern - due last week of internship)

Name of Intern: __________________________________________________________________________

Dates of Internship: _______________________________ Total Number Hours: _____________________

Agency: ________________________________________________________________________________

Supervisor: _____________________________________________________________________________

1. Briefly describe your duties and responsibilities during your internship.
2. Discuss how well the internship corresponded to your original expectations.
3. Discuss the supervision you received from your agency supervisor.
4. Would you recommend a similar internship to another Gerontology student? Yes or no? What kind of student would be a good fit for this internship?
5. Additional comments:
CCSU Gerontology Internship
Final Evaluation
(To be completed AFTER completing your internship – please type your answers)

1. What gerontological knowledge/concepts did you draw on/apply in performing your internship?

2. Were there any courses (taken previously or co-currently), readings, concepts/models, etc. that you made use of in your internship? Please be specific. In what ways did you use this information?

3. Identify areas of knowledge you would like to have had before the internship. How might you now obtain this knowledge? Should there be an aging course as a pre-requisite for this internship?

4. Overall, what aspect of your internship has been the most useful to you? Why?