Metropolitan State University Individual Practicum Internship Guidelines
Master of Arts in Psychology Program

All approved internships must:
• include at least 40 hours at the internship site for each semester credit earned;
• involve the student in new, professional-level learning in community psychology;
• offer theoretical as well as practical learning;
• be approved by the Psychology Department resident faculty member serving as graduate internship liaison;
• be supervised by a qualified on-site supervisor. The evaluator must have a Master’s degree in psychology or related field and/or relevant expertise in the internship topic areas;
• be graded on an S/N basis only; and
• the student must attend the Graduate Internship Group Meetings.

Student Learning Outcomes
All practicum/internships must offer students the opportunity to gain the following outcomes.

The student will learn:
• the mission, structure, goals and programs of the internship organization or project;
• the role and function of the agency/internship site in the community;
• the student’s role in the agency/internship setting;
• the ethical issues related to her/his internship roles and responsibilities;

The student will be able to:
• successfully perform internship responsibilities;
• have awareness of self and others, including issues of race, class, gender, sexual orientation and ability;
• apply theories and principles of community psychology to an analysis of the internship experience;
• communicate effectively (written and oral) including interpersonal skills; and
• assess her/his own learning in the internship.

The student will:
• participate in the Graduate Internship Group Meetings;
• complete a brief evaluation of the internship experience.

Approval Process
1. Students complete the Academic Internship Agreement form, in consultation with their on-site supervisor, and submit it to the Internship Office (along with the on-site evaluator’s resume). The Internship Office staff will secure the appropriate Psychology Department internship liaison/evaluator’s signature. The approval process takes approximately two weeks (longer during summer months and semester breaks) after the student submits the Agreement to the Internship Office. The internship must be approved before the start of the internship.
2. The student cannot be related to the on-site evaluator/supervisor nor to the Metropolitan State faculty liaison.
3. Internships are typically 3-4 credits a semester, depending upon the number of hours engaged (40 hours per credit hour) at the site. A student can do up to two graduate level internships for a total of up to 6 credits applied to their graduate degree. However, each internship must be at a different site. Also, there must be new, professional-level learning in community psychology and an approved Academic Internship Agreement for each.
4. It is not appropriate for students to spend their internship completing “clerical” type functions (e.g. filing or answering phones). While these tasks may be a minimal part of the duties of an intern, the majority of time must be spent in educationally appropriate activities. Ideally, the intern can also observe others at work and attend meetings in which consultation occurs.
5. Psychology internships will be graded on an S/N basis only.
**Graduate Internship Group Meetings**
All students who enroll in Master of Arts in Psychology program internships must also participate in the Graduate Internship Group Meetings for the semester concurrent with or before the beginning of the internship. The group meets twice, at the beginning and at the end of the semester. During these meetings, the following activities will be covered:
• review internship expectations and responsibilities;
• review the academic content of the internship with the faculty liaison;
• share internship experiences with other students;
• reflect on the internship experience through writing and speaking;
• write a brief final report (see next section for description of report).

There is no additional cost for the group meetings and time spent at the meetings count toward hours in the internship. Contact the Master of Arts in Psychology Program Coordinator (651-999-5830 or mark.stasson@metrostate.edu) for dates, times, and locations of these group meetings.

**Evaluation**
• All internships will be graded on an S/N basis only.
• Evaluation of the student’s learning must include a written component in the form of an internship report. Students will prepare a four to five page report summarizing and integrating their internship experience. The report should address the following questions:
  1. What skills were utilized during this internship? What new skills were developed?
  2. What were the strengths and weaknesses of your internship experience?
  3. What was the most significant learning experience for you in the internship?
  4. How did your experience strengthen your skills and/or knowledge related to community psychology?
  5. What principles and/or theories of community psychology were most relevant to your internship experience? Why?
  6. Do you recommend this internship to other Master of Arts in Psychology Program students? If “yes”, why?

The report is filed in the student’s graduate portfolio for future department and student reference.

• Evaluation of the on-site work component of the internship will be done by the on-site supervisor/evaluator, who may consult with the faculty liaison as needed.
• The student will not receive academic credit until the student has participated in the graduate internship group meetings, and the supervisor’s evaluation and the student’s internship report are reviewed and approved by the appropriate Psychology Department internship liaison.

**Important note:** The Academic Internship Agreement must be submitted and approved before you begin your internship. You may not register for the internship until you have received written approval notification from the Internship Office. Students must register within the semester of the Academic Internship Agreement approval date or they may be required to reapply for the internship. Check current Class Schedule for last day to register for the semester.