Philosophy and Objective

The Internship Program is designed to provide the IDSL major with an opportunity to practice theories, methods, and skills learned in other coursework in an applied setting. Participation in this program will expose students to the qualifications and requirements of various public and private agencies and give them the experience to meet those requirements. Participating agencies will permit students to become involved in the work of their agency and, if possible, be allowed to make contributions.

The learning outcomes of the IDSL Internship:

1. Communicate effectively with appropriate audiences both in writing and orally
2. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments
3. Function as an effective member of a work team or group in a specific practice setting
4. Illustrate how theories and knowledge from both focus areas can be used with clients in a specific practice setting
5. Articulate how knowledge and theories from the two focus areas are integrated in a practice setting

Credit Hours & On-Site Hour Requirements

The credit hours for the internship will range from 1 to a maximum of 12 credit hours. Only three IDST 499 credit hours may count toward the requirement for major. Any hours above those three will count as general elective credits toward the 120 hours required for graduation.

The work hour requirements vary by the number of credit hours for which one is enrolled. For every one credit hour, the student is expected to complete 40 hours on site. This is in addition to the time needed to complete the academic component of the internship.

Minimum Academic Requirements

The following minimum standards have been established for acceptance into the IDSL Internship:
1. The student’s cumulative grade point average should be at least 2.0.
2. The student must be an IDSL major.
3. The student must be off academic probation for one full semester preceding internship placement.
**Internship Admission Student Checklist**

The following list of items must be completed **before** the IDSL Director can enroll a student for internship hours:

- Read the IDSL Internship Manual
- Select an Internship Faculty Advisor (a list of IDSL Faculty Associates can be found on the IDSL webpage)
- Submit the *Radford University Student Internship Agreement* (found on the Internship page of the IDSL website) to the IDSL Director including the signatures of the student, the internship faculty advisor and the site supervisor.
- Submit the RU IDSL Statement of Intern Responsibilities and Learning Goals (Appendix B) to the IDSL Director

The IDSL Director will review all required documents with the internship candidate and give final approval for enrolling in the course. The IDSL Director enrolls students in IDST 499.

**Student Responsibilities**

Students seeking internships are expected to:

1. Work with the Site Supervisor to develop the Statement of Intern Responsibilities and Learning Goals (Appendix B)
2. Provide the Site Supervisor with a copy of the Radford University IDSL Program Internship Manual.
3. Arrange a work schedule with the Site Supervisor and report the work schedule to the Faculty Advisor during the first week of the semester.
4. Report to the participating agency dressed and groomed in a manner suitable to the job situation.
5. Be punctual and reliable. The Site Supervisor must be contacted if the student will be absent or late. All time missed must be made up.
6. Complete all work, written or otherwise, assigned by the agency.
7. Complete all course requirements (see course requirements and syllabus; Appendix A and B).
8. Keep a running log of number of hours worked on site.
9. Become familiar with personnel and agency policy pertaining to ethics, security, confidentiality of records, etc.
10. Become sufficiently involved within the agency to understand the day-to-day operations.
11. Become familiar with the policies under which the participating agency operates.
12. Attend meetings with your Faculty Advisor as requested.
13. Complete all academic work assigned by the Faculty Advisor for the internship (such as weekly journal or a portfolio)
14. Contact your Faculty Advisor with any problems or grievances that may arise with the placement and/or with the Agency Supervisor.
15. Attend the mid-semester meeting with the IDSL Director.
16. Complete the Internship Report (see Appendix D)
Faculty Advisor Responsibilities
The following is a list of major responsibilities of the Internship Faculty Advisor:
1. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
2. Provide participating agency supervisors with mid-semester and final evaluation forms and confirm that these documents are completed and returned to the IDSL Director in a timely manner.
3. Make contact with the agency supervisor within the first two weeks of the semester explaining her/his role in the internship experience.
4. Act as a liaison between the student and the agency supervisor addressing any grievances that develop from either side.
5. Work with the student intern to develop the academic component of their internship that encourages the student to make connections between their IDSL knowledge and skills and their field experience by establishing regular meetings with students, weekly journals, or some other semester-long system for encouraging engagement with the experience and IDSL knowledge and skills.
6. Maintain accurate records of contacts with participating agencies, supervisors, and student performance.
7. Ensure adequate progress regarding the number of required on-site hours during the semester.
8. Ensure that the total number of required hours is completed by the end date of the internship.
9. Determine a final grade from the agency final evaluation (60%) and academic work submitted by the student, including the Internship Report (40%).
10. Assist the participating agency in developing a meaningful internship program for the student.

Participating Agency Responsibilities
The following is a list of major responsibilities to be used by the participating agencies in the management and supervision of each IDSL intern:

Designation and Paperwork
1. Complete the Radford University Student Internship Agreement.
2. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
3. Complete both a mid-semester and final evaluation of the student’s performance. The Faculty Advisor will provide the agency with all necessary forms. The agency representative is to review the contents of the performance evaluation with the student, discuss areas in need of improvement and suggest steps to meet these needs.

Relations with Faculty Advisor
The Site Supervisor shall
1. Provide the Faculty Advisor with contact information.
2. Participate with the Faculty Advisor in developing a meaningful experience for the student.
3. Work with student and Faculty Advisor to resolve any grievances.
**Agency Environment**

1. Determine, through mutual agreement, the student working hours; agencies should be flexible in scheduling to enable the student to complete the internship by the agreed upon end-date.
2. Allow the student to begin placement during the first week of the semester.
3. Orient the student to the agency’s expectations of appropriate dress, policies pertaining to confidentiality of information and records, and any other expectations of student interns.
4. Provide a formal or informal training program to familiarize the student with the function and operation of the agency.
5. Familiarize the student with the various community resources, professional services, and databases used by staff members.
6. Allow the student to become as involved with the clients served as appropriate to the specific agency.

**Academic Requirements**

The student is expected to fulfill all requirements listed on the Course Syllabus (Appendix A) as well as those under “Student Responsibilities” (page 2). As is indicated in the syllabus, 60% percent of the student’s grade will be determined from the final evaluation conducted by the agency supervisor. The remaining 40% percent of the student’s grade will be determined from the quality of academic activities completed, including completion of the Internship Report (Appendix D). The specific academic activities will be negotiated by the student and the Faculty Advisor. The actual grade will be assigned by the Faculty Advisor.

**Evaluation & Grading System**

The student will be evaluated twice by the agency supervisor during the semester. A mid-semester evaluation will be used only to assist the student in identifying strong areas as well as those areas where improvement is needed. Only the final evaluation will be used in determining the final grade. The final evaluation accounts for 60% of the final grade. The other 40% of the course grade is determined by academic work (determined in part by the required Internship Report, as well as journals, a presentation and/or portfolio—all to be determined by the student and Faculty Advisor).

**Internship Exit Student Checklist**

The following list of items must be completed **before a grade can be submitted** for an intern:

- The RU IDSL Final Student Performance Evaluation (Appendix C) must be received by the Faculty Advisor
- Faculty Advisor confirms the requisite number of on-site hours for the internship are completed
- Submit the required 10-page Internship Report (Appendix D) to your Faculty Advisor along with any other academic requirements
Radford University IDSL Program
Internship Syllabus
IDST 499

Nature and Scope of the Course

The IDSL Internship includes a field placement in a private or public agency and regular interaction with the Faculty Advisor. The student works with designated Site Supervisor, receives an overview of agency functions, and completes assigned tasks within the agency. Students meet with the Faculty Advisor to discuss concerns. The Faculty Advisor will assign readings, assignments, and projects appropriate for the specific site placement to provide opportunities to relate theory and practice.

Course Objectives

The learning outcomes for IDSL Internships:

1. Communicate effectively with appropriate audiences both in writing and orally
2. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments
3. Function as an effective member of a work team or group in a specific practice setting
4. Illustrate how theories and knowledge from both focus areas can be used with clients in a specific practice setting
5. Articulate how knowledge and theories from the two focus areas are integrated in a practice setting

Student Name: ______________________________
RU ID: ____________________________________
Semester: __________________________________
Credit Hours: _______________________________
Faculty Supervisor: ___________________________

IDSL Director Signature: ___________________________  Date: __________________________
Radford University IDSL Internship
Statement of Intern Responsibilities and Learning Goals

In the semester prior to the internship experience, the student, in conjunction with the site supervisor should develop a statement of the anticipated responsibilities and learning goals for the internship.

**Anticipated Responsibilities:**

**Learning Outcomes:**

1. Communicate effectively with appropriate audiences both in writing and orally
2. Adhere to professional norms and demonstrate appropriate behavior with regard to work assignments
3. Function as an effective member of a work team or group in a specific practice setting
4. Illustrate how theories and knowledge from both focus areas can be used with clients in a specific practice setting
5. Articulate how knowledge and theories from the two focus areas are integrated in a practice setting

Student Signature: ____________________________ Date: ______________________

Site Supervisor Signature: _________________________ Date: ______________________
Radford University IDSL Internship
Student Performance Evaluation

Mid-semester

Final (check one)

Intern Name: ________________________________________________________________

Agency Name: _______________________________________________________________

Intern’s Major Responsibilities: _________________________________________________

Agency Representative: Please evaluate the student in each of the following areas. Upon
completion of the evaluation, please review the results with the student. The review should
emphasize major strengths as well as areas in need of improvement and the student’s potential for
continued work in the field. In the area provided under each evaluation factor, please write a brief
justification for each rating that is placed in the “Needs Improvement” or in the “Exceeds
Expectations” category.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quality of Work:</td>
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<tr>
<td>• Completeness</td>
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<td>• Neatness</td>
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| • Accuracy in oral 
  expression             | _____             | _____             | _____                |
| • Accuracy in written 
  expression             | _____             | _____             | _____                |

_____________________________________________________________________________

_____________________________________________________________________________

2. Quantity of Work
• Amount of work completed   | _____             | _____             | _____                |
• Promptness in completing
  assigned tasks            | _____             | _____             | _____                |

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<tr>
<th>Factors</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
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<tr>
<td>3. Initiative</td>
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<tr>
<td>• Resourcefulness</td>
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<td>• Self reliance</td>
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<tr>
<td>• Degree of initiative</td>
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<tr>
<td>• Degree of supervision needed</td>
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<td>4. Dependability</td>
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<td>• Reliability</td>
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<td>• Promptness and attendance</td>
<td>______</td>
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<tr>
<td>• Ability to follow agency rules and regulations</td>
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<td>5. Relations with people</td>
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<tr>
<td>• Effectively communicates with clients</td>
<td>______</td>
<td>______</td>
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<tr>
<td>• Effectively communicates with staff</td>
<td>______</td>
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<tr>
<td>• Functions as an effective team member</td>
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<td>6. Job knowledge. Understanding of</td>
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<tr>
<td>• Job</td>
<td>______</td>
<td>______</td>
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<tr>
<td>• Agency functions</td>
<td>______</td>
<td>______</td>
<td>______</td>
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<tr>
<td>• Assigned tasks</td>
<td>______</td>
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7. Professionalism

- Demonstrates professionalism
- Complies with the code of ethics appropriate for the work setting

Agency Remarks: ________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
Signature: _____________________________ ___________________________
Agency Representative (Evaluator) Date

Student Remarks: ________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
Signature: _____________________________ ___________________________
Student Date

Upon completion, please email to pthomas15@radford.edu or mail to:

Dr. Paul Thomas
Director, IDSL Program
P. O. Box 6943
Radford University
Radford, VA 24142
Internship Report
Guidelines

Each intern is required to write an Internship Report. Students should follow the guidelines below.

Cover Sheet:

- Student’s Name:
- Site Name:
- Semester/Year taken:
- Site Supervisor’s Name:
- Faculty Supervisor Name:

Body of Report:

I. Describe your internship site and assignment. What is the organization’s mission and goals? What was your organizational position and role?

II. What concepts and theories from your two focus areas enabled you to understand your internship experience? Choose those most relevant and use them to describe your experiences with people, programs, and projects.

III. Explain, with examples, how this experience integrated, or connected, your two focus areas.

IV. What did you learn from this experience about your own career goals? Does this type of work interest you as a career choice?

Reference Page:

Citations should follow a standard format. At least 5 academic sources should be included.

Your Internship Report should be ten pages of text, double spaced, one-inch margin.