

Note: This printed version is for you to preview to see if you are interested in the course. If you are considering it, you MUST email me (spiegler@providence.edu) telling me of your interest. At that point I'll forward this as a Word document so that you can copy the forms that you need to submit by email attachment.

**PSY 350
Psychology Internship**

Information for Prospective Students Enrolling for Spring 2020

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Fall Office Hours:
Thursdays 2:30–3:15, Friday, 12:15–1:00
& by appointment

I am glad that you are interested in doing an academic internship as part of PSY 350 in the spring 2020 semester. This course has several requirements:

- Sophomore or junior Psychology major
- Make arrangements for a Learning Agreement with an agency, before you leave campus at the end of fall semester
- Volunteer at a psychology site 8–10 hrs/wk (unpaid) from the first week of classes through last day of classes
- You receive regular supervision by a staff member at your placement
- Satisfactory fulfillment of Learning Agreement

To enroll in the course, you will need to complete each of the steps described below, paying particular attention to the deadlines specified. Note that while you may enroll in the course during pre-registration, final enrollment is contingent upon successful completion of these steps. The development of your capacity to follow these instructions, engage in the self-reflection required for the Background Questionnaire, organize your time to make these arrangements, and present yourself appropriately to potential internship supervisors are all parts of the internship learning experience. So read on and get to work following the steps as you will need to be ready to start the internship during the first week of the spring semester.

Note about your spring 2020 course schedule: PSY 350 does not have a scheduled time for class meetings. Periodic class meetings will be set up at times that fit into the schedules of enrolled students (and it is expected that the enrolled students will be flexible with meeting times).

Step 1

Pre-register for PSY 350-001 Psychology Internship; the CRN is 1384; meets series T (Monday 4–6:30—Note: Exact dates and times during that block of time TBA). Send me an email at spiegler@providence.edu informing me that you have preregistered for the course.

Step 2

Complete the **Internship Background Questionnaire** that is included with this packet and return it to me by **November 7, 2019**. I'd be happy to meet with you in person after you have explored internship possibilities; email me with your available times and I'll set up an appointment.

Step 3

Explore placement opportunities. This step includes reviewing the information on possible sites described later in this document and reviewing internship site information available at the Career Education Center in Slavin 108. Laura Pellecchia (lpellecc@providence.edu) is director of internships and an excellent source of information and help. There usually are internship listings on eFriar as well.

If you would like to work at a placement that is not represented in these sources, come talk with me about it. I am open to working with you to find a new placement, as long as you are willing to gather the information required to convince me that it will work well for the course. Many of the sites we use were originally suggested by students.

Once you identify some possible placements, you will need to contact them by telephone or email to inquire about the availability of an internship for the spring. When you call, be sure to

- Identify yourself (by name, as a student at PC, and as enrolled in this course).
- State the purpose of your call (to inquire about the possibility of an internship in the spring)
- Be ready to describe the course requirements relative to the internship (the number of hours that you would work; the fact that you cannot be paid; the fact that you will need regular supervision by a staff member; and the beginning and ending dates of your work, which is during the first and last week of classes, respectively).
- Be prepared to ask meaningful questions about the internship: the kinds of clients served, the kinds of activities and responsibilities in which you would be engaged, any required training at the start of the internship, participation in case conferences or in research, etc. *Remember that the internship is designed to be a learning experience for you; think about what you might want to be learning and some of the ways you could learn.*
- Be sure to thank the people with whom you speak for their time and consideration.

You must visit the site(s) in which you are seriously interested. Be sure to dress appropriately (business casual) and follow up the visit with a written note of thanks to whomever met with or interviewed you. This should take place during November and early December.

Please note that reaching possible internship placements by telephone, internet, and visits will require time and persistence. More often than not, when you telephone you will need to leave a message and wait for a call-back. The person who will call you back is usually busy and has limited telephone time. So, don't take any slow responses as personally directed to you. Just be politely persistent, and call every day or so. Make sure that any message you leave indicates times and number at which you can be reached, and then be sure you are available then.

Step 4

After you have visited, interviewed, and selected a placement, complete the **Preliminary Agreement for Psychology Interns** included in this packet; due by **December 8, 2019**.

Step 5

Based on the information you have developed in the previous steps, you will complete a draft of the **Learning Agreement for Internships and Field Placements**, available through Career Services. After I approve your Learning Agreement for Internships and Field Placements draft, you will have it signed by yourself, your internship supervisor, and then me. I must receive your final Learning Agreement for Internships and Field Placements, signed by you and a representative of your placement, by **January 8, 2020**.

A Final Note

Do not be intimidated by this process; just take it one step at a time, checking each off as you go. Throughout the process, please contact me at spiegler@providence.edu with any questions or concerns you have about any of this. I look forward to helping you get to the point that you are able to profit from an internship experience.

PSY 350
Internship Sites to Consider

Below is a list of agencies at which students have worked as part of Psychology Internship. They are presented in no particular order. See their website for detailed information. *Agencies marked with a * are accessible from PC by walking; those marked with a ** are accessible through RIPTA bus service.* You may also work at other agencies with the consent of the instructor.

N.B. The contact person named in the descriptions that follow may not be the current person. If not, inquire from the main number who the current person is.

****Rhode Island Public Defender Intake Division**

160 Pine Street, Providence, RI 02903
Information: <http://www.ripd.org/aboutus/studentint.htm>
401.222.3492

Law and psychology. From the RI Public Defender website: *Undergraduate internships are available each semester, including summer, and during winter intercessions. Approximately 12–16 interns are accepted statewide each term. Interns must be able to complete at least 8 hours a week, for the full term. Interested interns should send resume and cover letter at least two months before the beginning of the term to Rhode Island Public Defender, Intern Coordinator, 160 Pine Street, 3rd Floor, Providence, RI 02903. Interviews for prospective interns are conducted all year. Interns receiving credit must also submit requirements from their school.* Contact Alberta 401.458.3050

****The Groden Center**

86 Mount Hope Avenue
Providence, RI 02906
401.274.6310
<http://www.grodenetwork.org/children/groden-center.asp>
Contact person: Peggy Stocker, Director of Volunteers, 401.274.6310 x1125
pstocker@grodencenter.org

Child treatment and education. Check out the Groden Center website for information about the setting, paying particular attention to the description of the Day Program. Children in the program have severe behavioral problems. Most interns work in a classroom with a child on an individual basis. This is a school setting, so interns who can work during the school day are preferred; by 2:00 p.m. the students are getting ready to leave for the day. Typically, an intern would work from about 8:30–12:30, two mornings a week, in the same classroom. This is not an internship in which the intern simply observes; this is for interns who want to be involved with the students during each visit.

****Butler Hospital**

345 Blackstone Blvd.

Providence, RI 02906

<http://www.butler.org/patientsandcommunity/volunteer/index.cfm>

Contact person: Linda Dias, Volunteer Office, 401.455.6245

A private psychiatric hospital affiliated with Brown Medical School. Provides inpatient, day, and outpatient services for adults, adolescents, children, in addition to individuals with substance abuse problems and the elderly. Begin by completing the online application at the website listed above.

****The Providence Center School**

Providence Center School

520 Hope St.

Providence, RI 02906

401.276.4531

www.tpcschoool.org

Contact person: Dotty Poirier, LICSW 401.276.4189

The Providence Center School is a K-12 school for students with special academic, social, and therapeutic needs. Students wishing to do an internship here must be available between 9:30 and 11:00 on Thursday mornings, so that they can attend clinical meetings.

****Hasbro Children's Hospital**

593 Eddy Street

Providence, RI 02903

<http://www.hasbrochildrenshospital.org/volunteering-hasbro-childrens-hospital/>

Director of volunteers, 401.444.5530

Rhode Island's Children's Hospital, with medical and psychiatric, inpatient and outpatient services for children and adolescents. Previous PSY 350 interns have worked at the Partial Hospitalization Program, which is a day treatment program for children with both medical and emotional problems. In some cases, a child with an illness, like diabetes or asthma, also has emotional problems. In other instances, emotional problems are made worse by medical conditions. Students interested in the pediatric partial hospital program at Hasbro should contact Ana Crook at 444-9362 or ACrook@lifespan.org

****Centers for Preventive & Behavioral Medicine**

Coro Building, Suite 500

One Hoppin Street

Providence, Rhode Island 02903

<http://www.miriamhospital.org/centers-and-services/centers-for-behavioral-and-preventive-medicine/>
401-793-8000

Affiliated with Brown Medical School, Centers for Preventive & Behavioral Medicine aims to improve health through behavioral change and the integration of behavioral and biomedical science using clinical, community, and laboratory-based research.

One CPBM program is the Stress Response and Adolescent Transition Project. Position involves assisting with recruitment, preparing for sessions, entering and cleaning clinical data, and assisting with other study related tasks. Contact Christina D' Angelo at cdangelo1@lifespan.org for more information.

Another program in the CPBM is the Weight Management Program. Information available at:
<http://www.miriamhospital.org/weight-management.html>

There is also a Smoking Cessation Program, with information at:
<http://www.miriamhospital.org/centers-and-services/behavioral-and-preventive-medicine/smoking-cessation-project.html>

If you are interested in working at the CPBM (in projects other than the Stress Response and Adolescent Transition Project) first go to the websites listed above and read about the various areas of research in which the staff are engaged. Decide what areas are of most interest to you. Second, send an application email to behavioralmed@lifespan.org. The application should include: a current resume, a cover letter explaining that you would like to do an internship at CPBM (detailing the beginning and ending dates of the spring semester, that the internship is for course credit at PC, that you wish to work 8–10 hours/week, and that you are not permitted to be paid), and state the areas of the Center's work in which you are interested. If there is a particular faculty member with whom you would like to work, you should include that information.

****Women & Infants Hospital**

101 Dudley St.

Providence, RI 02905

Women & Infants is a specialty hospital for women and newborns. Affiliated with Warren Albert Medical School of Brown University, Women & Infants provides a variety of clinical services and engages in many research projects.

Information for prospective college student interns is at
<http://www.womenandinfants.org/patientsandcommunity/volunteer/non-clinical-college-internships.cfm> This site describes the process of applying for an internship.

Community Care Services

70 Main Street
Taunton, MA 02780
<http://volunteer.communitycareservices.org/>
The Attleboro Center: 508-226-6031

Community Care Services is a private, non-profit corporation that provides emotional, educational, and behavioral support to children, adults, elders, and families throughout Southeastern Massachusetts and Rhode Island. We have had interns successfully work both at the Residential Unit and the Total Achievement Program, both programs within Community Care Services work with children and adolescents. Contact Kristen Cranshaw, Program Director, 508-226-6031

***St. Mary's Home for Children**

420 Fruit Hill Ave.
North Providence, RI 02911
353-3900
<http://www.smhfc.org/>
Contact person: Patty Olney-Murphy, 353-3900, x415

St. Mary's Home for Children is a non-profit agency offering comprehensive treatment programs for boys and girls traumatized by abuse or experiencing the challenges of psychiatric disorders. Children are treated and cared for in the residential, educational, and out-patient programs located in North Providence.

****Rhode Island Hospital Neuropsychology Unit**

Contact: Dr. Geoffrey Tremont, Director of Neuropsychology Unit, 444-6640, gtremont@lifespan.org

The Alzheimer's Disease and Memory Disorders Center provides specialized consultation for people with a variety of memory disorders, including diagnostic and treatment services.

****National Alliance on Mental Illness (NAMI)**

54 Waterman St., Suite 5B
Providence, RI 02906-3116

(401) 331-3060

<https://www.nami.org>

Penny Ferrara penny.ferrara@namirhodeisland.org

NAMI is a nonprofit organization which aims to support those living with mental illnesses and their families as well. NAMI's main goals are support, education, and advocacy. They meet these goals by offering free classes and support groups to anyone who may need them. Almost all NAMI staff are people who live in recovery from a mental illness.

****Crossroads RI**

160 Broad Street
Providence, RI 02903
4015212255

Volunteer Application Email: volunteer@crossroadsri.org

The mission of Crossroads Rhode Island is to help homeless or at-risk individuals and families secure stable homes. Those we serve achieve this by engaging in our range of services including housing, basic needs, shelter, case management, referrals, and education and employment services. Volunteers and interns play an important role in the work we do at Crossroads Rhode Island. Submit an application with a resume and cover letter via email to volunteer@crossroadsri.org. We will contact you should you be selected for continuing the recruitment process. We apologize for being unable to contact or respond to all applicants.

Unless otherwise indicated, volunteer opportunities are flexible during normal business hours - Monday through Friday; 9:00 AM to 4:00 PM. Opportunities are in the Providence Area unless otherwise indicated.

Internship Background Questionnaire

Due: November 7, 2019

PSY 350-001
Spring 2020

INSTRUCTIONS: Copy the Internship Background Questionnaire into a Word document (docx—newer versions of Word are .docx documents).

Type the answers under each of the questions. Name the document: PSY 350 Background Questionnaire [your last name, first name]. Return as an attachment to spiegler@providence.edu with the name of the document as your subject.

Name

Telephone

Email

Class year

Names of previous psychology courses

Please respond to the following questions carefully and in detail.

1. Why do you wish to do a psychology internship at this point in your program of studies?
2. What kind of people do you want to work with in your internship, and why?
3. What knowledge and understanding do you hope to gain from an internship?
4. What skills or competencies do you hope to develop or expand through an internship?
5. How do you hope and expect an internship in psychology will contribute to your *personal* development?

Preliminary Agreement for Psychology Interns

Due: December 8, 2020

INSTRUCTIONS: Copy the Preliminary Agreement for Psychology Interns into a Word document (docx—newer versions of Word are .docx documents).

Type the information asked for in the space provided. Name the document: **PSY 350 Preliminary Agreement [your last name, first name]**. Return as an attachment to spiegler@providence.edu with the name of the document as your subject.

Note, you will use this information to work out a rough draft of the four-page Providence College Academic Year Learning Agreement for Internships & Field Placements, which is available online at <http://www.providence.edu/Career/Students/Internships.htm> in the FORMS section at the bottom of that page. A final, signed original hard copy of the Learning Agreement is due to Dr. Spiegler by January 8, 2020.

Preliminary Agreement for Psychology Interns

Due: December 8, 2019

I, [your name], will volunteer as an intern at [name of site] during the Spring 2020 semester. While there, I will do the following (list all specific tasks and details of the duties you will have and activities you will engage in, numbering each one):

1.

I will work as an intern on [give each day and starting and ending times]. I will begin on [date in first week of classes or no later than second week of classes] and end on [date in the last week of classes].

I will be supervised on site by [name, academic degree, and title of your supervisor], meeting on [day(s) and time(s); minimum of 30 minutes/week].

Submission Deadlines* for Spring 2020 PSY 350 Enrollment

Internship Background Questionnaire.....November 7, 2019

Preliminary Agreement for Psychology Interns.....December 8, 2019

Learning Agreement for Internships and Field Placement...January 8, 2020

*Dates are the last day for submission. However, it is to your benefit to submit them before.

FINAL ADVICE

Unlike your other courses in which your meeting deadlines, following directions, and attending to details only affect your performance and grade, in PSY 350 these behaviors can impact your work at your placement. Thus, final permission to enroll in the courses is dependent on your meeting deadlines, following directions, and attending to details.

Although getting an internship placement is your responsibility, I will be happy to help in any way that I can. Best way to contact me is through email (spiegler@providence.edu); be sure to put in the subject "PSY 350".

Good luck with the process. It's well worth the effort because of the benefits you'll gain from your internship.