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GERONTOLOGY.GSU.EDU

Spring/
Summer
2018

GERONTOLOGY INSTITUTE
INTERNSHIP MANUAL

Policies and
Procedures

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Purpose

The internship is an integral part of the gerontology instructional programs. Students pursuing a Certificate or B.I.S. in Gerontology at GSU are required to complete an approved internship course for at least 3 credit hours that provides a structured and supervised work experience in the field of aging. Students whose degree programs require a practicum, internship, or other field experience may satisfy both degree and certificate requirements with one experience provided it is aging-related and jointly coordinated by the Gerontology Institute internship program. Students must seek approval in advance and fill out the Alternative Internship Approval form. All other certificate students should fulfill the internship requirement by taking the appropriate level gerontology internship course, Gerontology 4910 or 8910, which is planned and supervised through the Gerontology Institute. Students enrolled in the Master of Arts in Gerontology in the administrative concentration are required to complete an approved internship for at least 3 credit hours. Internships are elective for MA students in the research concentration.

The goals of this internship program are: to provide students with the opportunity to observe and interact with professionals engaged in day-to-day activities in an agency working with older adults or needs of the aging population; to help students gain occupational skills through hands-on work experience; to encourage students to apply gerontological knowledge to their work settings; to improve critical thinking and writing skills. Gerontology internships are developed in accordance with the student's level in the program, experience, areas of interest, and career goals and may take place in a wide range of professional settings. The internship may be exploratory in nature for students who are not entirely set on their professional goals. For those established in their careers or with extensive experience in the field of aging, the internship should be an exposure to new knowledge and experience and take place in a setting other than the student's current job.

In addition, it is expected that the gerontology internship will provide students with opportunities to:

- ✚ Apply and utilize knowledge gained through coursework
- ✚ Acquire job skills appropriate to their area of gerontology practice
- ✚ Gain experience working within an organizational setting
- ✚ Increase understanding of aging programs and services
- ✚ Develop a network of professional contacts

Eligibility

Students should have completed at least three gerontology courses (nine credit hours) before applying for an internship and must be in good academic standing in their gerontology program. Undergraduate students are required to have a “C” or better in all gerontology courses and an overall GPA of at least 2.5. Graduate students must maintain a 3.0 grade point average in their gerontology program to be in good standing. Applications must include: Application Form, Resume, A Printed Copy of Academic Evaluation (available through PAWS/Go Solar), and the name of a reference from a Gerontology Faculty or Affiliate.

Application Process

Paper applications can be turned in to the front desk of the Gerontology Institute. Students are also welcome to scan their application and email it to gerontology@gsu.edu . Early applications are encouraged.

Deadlines

Spring Applications due by October 15
Spring Internship Placements approved December 1

Summer Applications due by March 15
Summer Internship Placements approved by May 1

Internship Hours*:

Credit Hours	Total hours in field placement	Spring hours per week (based on 14 weeks)	Summer hours per week (based on 7 weeks)
3	140	10 hours per week	20 hours per week
4	187	13.5 hours per week	27 hours per week
5	234	16.5 hours per week	33.5 hours per week
6	280	20 hours per week	40 hours per week

*Students and agencies may organize the timing of internships in a way that is mutually conducive to the agency and the student, but these plans should be finalized prior to the start of the internship. The student must complete the required hours before the end of the term.

Internship Coordination and Approval

Students registering for Gerontology 4910 and 8910 should thoroughly review the Gerontology Institute Internship Manual in the semester prior to taking the internship. After completing the *Internship Application Form*, students should submit the Application Form and other required materials to the Internship Administrator by the posted deadlines. Internship Administrator will contact student within 10 business days to confirm that they have been approved and can register for the class and begin contacting potential internship sites. Students should not contact potential sites until they have been approved for the class without the permission of the Internship administrator.

Students can review potential sites in the “Atlanta Area Internship Contacts” Manual. Students are encouraged to consult with peers about their internship experiences. Undergraduates are encouraged to meet with the Undergraduate Director to discuss the timing and opportunities for internships. Graduate students should speak with the Director of Graduate Studies or their advisor. Once students narrow down a list of sites, students should contact the Internship Administrator to verify that these are appropriate placements and updated contact information. Student then schedules interviews with agencies.

Once the student finalizes the placement, students inform the Internship Administrator and Internship Coordinator of their placement and make an appointment to meet with the Internship Administrator/Coordinator about finalizing the *Internship Plan* and academic course requirements.

Alternative Internship Approval

Students who plan to register for other internship courses in other departments need to complete the *Petition to Substitute Course Form* and attach a copy of their syllabus and internship plan or description of the field/internship. The substitution must be approved by the Gerontology Institute internship administrator/coordinator in order for students to receive internship credit towards the Certificate in Gerontology. Once approved, the Internship Administrator will forward to Undergraduate or Graduate Director for processing. Forms can be found:

<http://gerontology.gsu.edu/students/resources/policies-forms/>

Contacts and Responsibilities:

The *Internship Administrator* manages our list of approved internships, processing internship paperwork, and provides administrative support for the *Internship Coordinator*. The *Internship Coordinator or Instructor* is the faculty contact throughout the internship semester. The *Agency Supervisor* facilitates the internship from the agency, supervises and mentors the student throughout the semester and provides an evaluation at the end of the term.

Internship Administrator (Spring)
Instructor (Summer)

Dr. Elisabeth O. Burgess
Gerontology Institute
eburgess@gsu.edu
(404) 413-5210

Internship Administrator (Summer)
Instructor (Spring):

Dr. Grace da Rosa
Gerontology Institute
gdarosa@gsu.edu
(404) 413- 5211

INTERNSHIP APPLICATION FORM
GERO 4910/GERO 8910 – GERONTOLOGY INTERNSHIP

Date: _____

Student: _____ Phone: _____

E-mail: _____

Degree: _____ Major: _____

Panther Number: _____

Academic Advisor: _____ Email: _____

Check one: GERO 4910 _____ GERO 8910 _____

Credit Hours: _____ Expected Semester of Enrollment: _____

List Gerontology Courses Taken:

Experience. Describe any previous practical experience in the field of aging such as employment, internships, research assistantships, or volunteer experiences.

Skills. List any skills, experience, or class work that might be of useful to an employer or internship placement

Special Needs. Describe any special needs you may have such as accommodation of a disability, days of week or time restrictions, or geographic location of agency.

Internship Goals. Describe desired internship experience including type of setting, nature of experience, and names of specific agencies if preferences are known.

Reference. Provide the Name and Contact Information for a Gerontology Faculty or Affiliate Faculty Member Reference.

Please Include (Required):

- Completed Application Form
- Resume
- A Printed Copy of Your Academic Evaluation (available through PAWS/Go Solar)

Return to:

**Gerontology Institute
1 Park Place, Suite 605
Gerontology Institute, GSU
PO Box 3984
Atlanta GA 30302-3984**

**Phone: 404-413-5210
Fax: 404-413-5219
E-mail:
gerontology@gsu.edu**

Internship Course

Student Responsibilities

Acceptance of an internship placement carries with it a commitment to actively participate in the experiences provided by the agency and to fulfill the *Internship Plan* which serves as a contract with the agency. Responsibilities include:

- ✦ Assuming the role of an active learner by participating in the planning of work assignments, creating learning opportunities, and evaluating performance
- ✦ Maintaining open and ongoing communication with the agency supervisor and seeking guidance and direction when needed
- ✦ Understanding and abiding by agency policies and procedures and expectations for interns working in the agency
- ✦ Participating in work assignments as a team member and maintaining the same professional demeanor as an employed staff member
- ✦ Maintaining professional conduct such as keeping regular working hours, being punctual, and following dress codes
- ✦ Meeting with Internship Coordinator midterm to assess the progress of the internship
- ✦ Fulfilling internship course requirements

Course Requirements

The Gerontology Institute offers academic credit hours to eligible students. Students can receive 3 to 6 hours of academic credit towards their degree while interning at an approved intern site. The number of credit hours will vary depending on the number of internship hours completed at the internship site. Students select how many credit hours they desire to earn on PAWS/GoSolar before class registration for the term closes. Note this is a variable hour class, students must adjust the credit hours upon registering for the class. **Students are responsible for registering for the correct number of hours.**

In addition to the required hours at their field placement, students are expected to fulfill the academic requirements for the course as explained in the course syllabus. The Internship Coordinator will serve as the course instructor and will make the course syllabus available at least one month prior to the start of the term. The bulk of students' time in this course is spent at their internship sites. There are no regularly scheduled class meetings; however, students are required to attend an internship workshop and organizational meeting at the beginning of the term, and a final meeting at the end of the term. In addition, students will check in with the Internship Coordinator at midterm and may schedule a midterm meeting with the Internship Coordinator. Grades are based on attending mandatory meetings, and completion of written work assigned by the Internship Coordinator, and the Agency Supervisor's evaluation of the student's performance as an intern. Other requirements may apply as determined through coordination between the Internship Coordinator and the Agency Supervisor.

Gerontology Institute Georgia State University Information for Internship Placements

The Gerontology Institute at Georgia State University is always interested in developing new internship opportunities for our students. The agency provides a valuable service, both to the university and gerontology interns. Certain responsibilities are required of participating agencies, and, as a result of their participation, they may expect a valuable working contribution from interns. Agencies should be committed to providing a positive and creative learning environment for students. **Please contact Dr. Elisabeth O. Burgess eburgess@gsu.edu or Dr. Grace da Rosa gdarosa@gsu.edu or 404-413-5210 for more information about becoming an approved internship site.**

Purpose of the Gerontology Internship:

The goals of this internship program are: to provide students with the opportunity to observe and interact with professionals engaged in day-to-day activities in an agency working with older adults or needs of the aging population; to help students gain occupational skills through hands-on work experience; to encourage students to apply gerontological knowledge to their work settings; to improve critical thinking and writing skills. Gerontology internships are developed in accordance with the student's level in the program, experience, areas of interest, and career goals and may take place in a wide range of professional settings. The internship may be exploratory in nature for students who are not entirely set on their professional goals. For those established in their careers or with extensive experience in the field of aging, the internship should be an exposure to new knowledge and experience and take place in a setting other than the student's current job.

Summary of the Supervisor Responsibilities:

1. *Before the Internship begins:* Interview the students to determine whether the student's learning objectives can be met and if the student is a good match for the agency. Students who come to sites for an interview must already be accepted into the Internship Program. We recognize that not all students are suited for all positions and agencies may choose not to host an intern for a variety of reasons. Agency contacts and student interns should touch base within ten business days of the interview, in order to confirm whether the placement is satisfactory for both parties.
2. *Before the Internship begins:* Once student finalizes their placement, the Gerontology Institute will confirm that we have an active MOU (Memorandum of Understanding) with the agency. If not, the Institute will work with Agency Supervisor to complete the necessary MOU.

2. *Before the Internship begins:* Complete with the student an *Internship Plan* identifying the nature of the work and including the specifics about the project the student will be doing at the site. Student interns will consult with the Internship Coordinator about goals and objectives.
 - Identify agency staff member who will supervise intern. This staff member must be knowledgeable and experienced in the aging field to serve as the intern's agency supervisor
 - Develop two (2) educational goals for internship and matching tasks
 - Finalize the time commitment (See below for requirements)
 - Develop clear expectations of additional responsibilities
 - Sign Internship Plan. After it is signed by student and faculty supervisor, agency will receive a copy.
 - Completion of additional paperwork, as necessary.
3. *During the Internship:* Orient them to the site and the procedures for carrying out the duties and responsibilities assigned to them.
4. *During the internship:* Supervise and mentor the student throughout the semester. Provide internship experiences and work assignments that satisfy the internship plan. Evaluate the intern's performance, oversee the hours worked by the intern, and sign time-sheets.
5. *Midterm of the Internship:* Provide midterm assessment of the intern. This allows both the agency and the student to assess the progress. The GSU Gerontology Internship Coordinator will meet with the intern and, if necessary, will perform a site visit to the agency.
5. *At the completion of internship:* Complete and return *Agency Supervisor Evaluation* form that will be delivered to you by the intern.

Internship Hours*:

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Intern Compensation:

While this is a for-credit program, students may receive monetary compensation for their time as well, providing the internship site can afford such an arrangement.

GSU Gerontology Institute Supervision, Coordination, and Administrative Support:

Because students take internships for academic credit, they will have academic requirements for the class in addition to their field placement. The intern's final grade will be a combination of their performance evaluation from the Agency Supervisor and their academic performance evaluated by the Internship Coordinator/Instructor. The Internship Coordinator/Instructor is the faculty contact throughout the internship semester. The Internship Coordinator/Instructor also works with the Internship Administrator to manage our list of approved internships, processing internship paperwork.

Internship Administrator (Spring)
Instructor (Summer)

Dr. Elisabeth O. Burgess
Gerontology Institute
eburgess@gsu.edu
(404) 413-5210

Internship Administrator (Summer)
Instructor (Spring):

Dr. Grace da Rosa
Gerontology Institute
gdarosa@gsu.edu
(404) 413- 5211

**Gerontology Institute
Georgia State University
Agency Internship Description**

Agency/Organization Name:

Brief Description:

Agency Contact (name, address, email, website, hours of operation):

Duties of Intern:

Desired Qualifications of Intern:

Additional Requirements (Open to all level of students, flexible hours; summer only):

Office use only:

Date Approved:

Last Placement:

Last Update:

**INTERNSHIP PLAN FORM
GERO 4910/8910 - GERONTOLOGY INTERNSHIP**

Student: _____ Date: _____

Program (Circle): Undergrad Cert Grad Cert MA

Agency: _____

Supervisor (name, title, contact information): _____

Credit Hours: _____ Field Hours: _____

Start Date: _____ End Date: _____

Brief Summary of Internship Responsibilities:

Objectives, Assignments and Evaluation. Student and agency supervisor, in consultation with *Internship Coordinator* must identify at least two educational objectives for the internship and identify specific assignments/tasks that the intern will do to reach teach that goal, and how the agency supervisor will evaluate their progress.

Educational Objective #1:

a.) Internship Activities and Assignments:

b.) Evaluation Methods:

Educational Objective #2:

a.) Internship Activities and Assignments:

b.) Evaluation Methods:

Waiver of Liability

The undersigned student agrees to waive all liability of the agency and assume personal responsibility for participation in any job related activity, on or off the premises of the agency, which may involve risks of physical injury, illness, death, or loss of personal property. The undersigned student further acknowledges that his/her health is appropriate for the expected job activities. Finally, the undersigned agrees to abide by all rules, regulations, and policies that pertain to specific activities within the internship setting.

In signing this internship plan, individuals certify that they have read, understand, and accept all terms and conditions contained within this contract.

Signatures:

Student: _____ Date: _____

Agency Supervisor: _____ Date: _____

Internship Coordinator: _____ Date: _____

AGENCY SUPERVISOR'S EVALUATION GERO 4910/8910 - GERONTOLOGY INTERNSHIP

Student: _____ Date: _____

Program (Circle): Undergrad Cert Grad Cert MA

Agency: _____

Supervisor (name, title, contact information): _____

Credit Hours: _____ Field Hours: _____

Start Date: _____ End Date: _____

Instructions: Please complete this form and fax (404-413-5219) or email (gerontology@gsu.edu). Please respond even if you do not have any comments. You are welcome to answer the questions on a separate sheet.

Are you willing to share this evaluation with the student (please circle)?

Yes No

Overall Evaluation (Please rate the student's performance on the following):

- 5 = Excellent: Consistently exceeds expectations
- 4 = Good: Frequently exceeds expectations
- 3 = Average: Consistently achieves expectations
- 2 = Poor: Frequently fails to meet expectations
- 1 = Failure: Consistently fails to meet expectations

	Low				High
	1	2	3	4	5
Academic preparedness	1	2	3	4	5
Effectiveness in carrying out tasks	1	2	3	4	5
Ability to relate to others	1	2	3	4	5
Ability to manage time	1	2	3	4	5
Quality of work	1	2	3	4	5
Ability to work independently	1	2	3	4	5
Ability to handle responsibility	1	2	3	4	5
Problem-solving and decision-making skills	1	2	3	4	5
Communication skills (oral and written)	1	2	3	4	5
Professional development	1	2	3	4	5
Ability to understand the purpose and function of the organization	1	2	3	4	5
Overall performance	1	2	3	4	5

Written Evaluation

A. Evaluation of Objectives and Responsibilities (Please evaluate how well the student met expectations for his or her educational objectives):

Objective #1: _____

Assess the extent to which the objectives of the internship plan were accomplished. Please be specific.

Objective #2: _____

Assess the extent to which the objectives of the internship plan were accomplished. Please be specific.

