

Dear Internship Supervisor:

Thank you for your part in helping one of our Palm Beach State College Human Services students learn and grow as a volunteer or employee of your organization. These internship experiences are a crucial part of our Human Services program, helping to prepare our students for the workplace.

The Bachelor of Science (BS) in Human Services program is designed to prepare students for careers in diverse settings and provide students with the foundational knowledge of theories and principles for assessing and treating people in need. Students in the program will acquire the skills needed to work with a variety of populations. By working alongside professionals in the field, our students gain critical knowledge of and experience with the many services to clients, students and families.

The Human Services Program is an open access program. We do not conduct background checks, nor do we interview our students to match them to an internship site. Therefore, it is important that you interview the student and conduct any appropriate background checks to make certain that the student is a good fit with your organization. Once you have completed these steps, please sign the Internship Information Sheet, agreeing to provide the student with the hours and critical feedback needed to continue to develop in the field.

For a student to complete an internship assignment at a site and to earn credit for that class, Palm Beach State College must have a signed Affiliation Agreement between the College and the organization, outlining the responsibilities of both organizations. Once the student returns the signed Internship Information Sheet to me, I will then send you the Human Services Affiliation Agreement. Please complete the Human Services Affiliation Agreement and return it to me within two weeks.

Students must complete 144 hours in their internship assignment. As the Internship Supervisor, you will work with the student to create the student's schedule. The student will track his/her hours worked using the Internship Hours Form. You will need to sign off on hours completed. I also ask that you complete two evaluations on the student throughout the term to enable me to monitor the student's progress. The Evaluation Forms (Mid-Semester and End-of-Semester) are included in this packet. It is important that you give the student honest feedback. Our students need to learn the value of both praise and criticism and its importance as they develop as professionals. The student understands that he/she has due dates for each evaluation and has been instructed to be respectful of your time, giving you plenty of notice to complete them.

Again, thank you for your help and cooperation in training our students to become Human Services professionals. You and your organization play such a vital role in the education and development of our students.

Please do not hesitate to contact me with any questions. I am happy to help as much or as little as you like.

Sincerely,

A handwritten signature in cursive script that reads "S Duff".

Suzie Duff, Ph.D., LMHC

Professor

Department Chair of Human Services

Palm Beach State College



Internship Mid-Semester Evaluation Sheet

Please return to:
 Dr. Suzie Duff
 Palm Beach State College
 4200 Congress Avenue
 Lake Worth, FL 33461
 duffs@palmbeachstate.edu

Name of Student _____

Agency _____

Completed by _____

Please use the chart below to evaluate the performance of the student intern at your agency. The primary focus should be on the student's gains in knowledge and ability to complete tasks. However, we hope you will make some supplemental comments on the student's professional potential as well.

1. Personal Qualities:

- a) Poise and stability _____
- b) Sense of personal responsibility _____
- c) Initiative and self-motivation _____
- d) Ability to organize, prioritize, and complete tasks _____
- e) Ability to exercise good judgment and make decisions _____
- f) Sensitivity to others _____
- g) Effective use of time _____
- h) Personal grooming _____
- i) Attendance and punctuality _____
- j) Openness to new ideas (remained teachable, flexible thinking) _____

Superior	Good	Average	Fair	Poor	N/A

2. Relationships:

- a) Ability to relate to people (supervisors, coworkers, clients) _____
- b) Uses supervision (seek help, accept criticism, expresses ideas) _____
- c) Maintains appropriate boundaries and confidentiality _____
- d) Understanding individual clients/situations problems and needs _____
- e) Multicultural sensitivity _____
- f) Ethical decisions and behavior _____

3. Ability to Use Agency Experience:

- a) Understands the clientele of your agency _____
- b) Understands the structure and organization of agency _____
- c) Understands the services provided by your agency _____
- d) Understands the agency's role in the community _____
- e) Ability to adapt to the needs of the agency _____

4. Please comment on the student's potential as a professional in terms of his/her personality, attitudes, and capacity for involvement with the agency.

5. Other comments (please address specific strengths and/or areas for improvement):

6. Total number of satisfactorily completed hours (to date): _____

Supervisor Signature **Date**



Internship End-of-Semester Evaluation

Please return to:
 Dr. Suzie Duff
 Palm Beach State College
 4200 Congress Avenue
 Lake Worth, FL 33461

Name of Student _____

Agency _____

Completed by _____

Please use the chart below to evaluate the performance of the student intern at your agency. The primary focus should be on the student's gains in knowledge and ability to complete tasks. However, we hope you will make some supplemental comments on the student's professional potential as well.

	Superior	Good	Average	Fair	Poor	N/A
1. Personal Qualities:						
a) Poise and stability _____						
b) Sense of personal responsibility _____						
c) Initiative and self-motivation _____						
d) Ability to organize, prioritize, and complete tasks _____						
e) Ability to exercise good judgment and make decisions _____						
f) Sensitivity to others _____						
g) Effective use of time _____						
h) Personal grooming _____						
i) Attendance and punctuality _____						
j) Openness to new ideas (remained teachable, flexible thinking) _____						
2. Relationships:						
a) Ability to relate to people (supervisors, coworkers, clients) _____						
b) Uses supervision (seek help, accept criticism, expresses ideas) _____						
c) Maintains appropriate boundaries and confidentiality _____						
d) Understanding individual clients/situations problems and needs _____						
e) Multicultural sensitivity _____						
f) Ethical decisions and behavior _____						
3. Ability to Use Agency Experience:						
a) Understands the clientele of your agency _____						
b) Understands the structure and organization of agency _____						
c) Understands the services provided by your agency _____						
d) Understands the agency's role in the community _____						
e) Ability to adapt to the needs of the agency _____						

4. Strengths observed during the internship experience:

5. Areas for improvement:

6. Comments about student's professionalism:

7. Total number of satisfactorily completed hours (final): _____

Supervisor Signature

Date