Dear Agency or Parent Internship Supervisor,

Thank you very much for offering to host SSU students as interns at your agency. I hope this partnership is beneficial for all involved.

As an on-site supervisor for the course, Psy 499, Psychology Internship, we ask 6 things of you:

1. Complete Part A of the Sonoma State University Internship Agreement with your intern, and sign it as indicated. (Intern will provide form.) Copy it for your records if needed.

2. Provide regular supervision and necessary training for the intern to be an effective member of your team. We suggest weekly individual and/or team supervision.

3. Provide psychology-focused experience such as human-service tasks, observation, reading, writing, training. Please keep routine administrative tasks to a minimum.

4. Complete a brief Evaluation Form about your intern. (a) Discuss the items mid-semester as part of their supervision, and (b) Fill out, sign, and submit it at the end of the semester.

5. Sign your intern’s SSU Time Log at the end of the semester to verify number of hours worked.

6. Write an evaluation of your intern on your letterhead stationery at the end of the semester. This may either be a brief statement that she or he completed the work, or it may be a “To Whom It May Concern” letter of recommendation, which your intern may then use in future employment or education application materials.

As your intern’s faculty sponsor, I provide a series of required on-campus supervision meetings, and ask for completion of two papers -- the first stating their expectations for the internship, and the final one summing up what the learned in their internship experience.

If you would like to continue your partnership with SSU in the Internship Program, you may:

• Be listed in our on-line Internship Database. We update this annually. Contact me for details.

• Provide a Flier for posting on the Psychology Internship bulletin board. This will be updated annually unless you send a replacement flier sooner.

• Contact our Career Resource Center at http://www.sonoma.edu/career/employer_services/ for inclusion in their general SSU Internship listings.

Students register for Fall internships between late April and early September. For Spring Internships, they register between late November and early February.

Please contact me at 707.664.2402, or <lorna.catford@sonoma.edu> if you have any questions about your intern or our Internship Program.

Warmly,

Lorna Catford PhD, Internship Coordinator <lorna.catford@sonoma.edu> 707.664.2402