

Associate/Bachelor Degrees Accredited by the Council for Standards in Human Services Education

To: Director of Student Interns (Human Services/Social Work)
Cc: Prospective Intern candidate
From: NYC College of Technology Human Services Academic Internship Coordinator, Dr. Andres Rosado

This is to refer a New York City College of Technology (NYCCT) Human Services student, a prospective intern candidate, to your agency/institution for the spring and fall semesters. The student, majoring in human services, has completed foundation courses at in counseling, assessment, professional ethics, community organization, vulnerable populations, and treatment services. Please note that CUNY maintains malpractice insurance for all student interns.

Guidelines:

1. Upon an interview and acceptance of the intern, the student and supervisor complete a one page Learning Contract each semester. (Attached is the Learning Contract-please use the correct one and indicate the course code where asked)
2. Student will submit the Learning Contract to the HUS Academic Internship Coordinator, Andres Rosado. Email submission is fine: ARosado@citytech.cuny.edu, or student can drop off the form New Academic Complex Room 805. (Please call the office to ensure it is open at (718) 260-5415)
3. All students must complete, **Sexual Harassment, Gender-Based Harassment and Sexual Violence Curriculum Workshop**, online at the following website www.citytech.cuny.edu/title-ix
4. Once students are placed, a professor affiliated with the student’s field/internship course becomes the contact person for the agency supervisor. Students will provide the professor’s contact information to the agency supervisor.
5. Students registered for a NYCCT field/internship course and they are expected to complete assignments that coincide with their internship work in the agency. The student will provide a supervisor with a copy of assignments for the specific course syllabus (Ex: Individual, family, group work; biopsychosocial; process recordings; change projects, advocacy, case management, logs, etc.)

Field/Internship Information/Requirements

Program	Start/End	Hours	Average Hours	Supervisor	Supervision	Paperwork (Student provides forms)
ASSOCIATE	~1 st day of class to 14 th class session. ~No extensions or early start	125 per semester	10 hrs. per week, aligns with program needs and student schedule	Bachelor in human services; social work; psychology, guidance, mental health, related field	~1 hour (private) supervision per week ~ Follow student syllabus assignments	~New Agency Contract (only for new agencies) ~Learning Contract ~Time Sheet (on-going) ~Monthly Supervisor Form (1pg, due monthly) ~Midterm Evaluation (1pg, 7 th week d ~Final Evaluation (Due 14 th week)
BACHELOR	Same as Associate	100 per semester	8 hrs. per week, aligns with program needs and student schedule	Masters in human services; social work; psychology, guidance, mental health, related field	Same as Associate	Same as Associate

Additional Information: <http://www.citytech.cuny.edu/human-services/human-services-bs.aspx>

Human Services Contact: Field/Internship Course Professor or Andres Rosado, Internship Coordinator
ARosado@mail.citytech.cuny.edu

Thank you for considering mentoring our students!

NEW YORK CITY COLLEGE OF TECHNOLOGY
HUMAN SERVICES ACADEMIC INTERNSHIP COORDINATOR'S OFFICE (718) 260-5415
BACHELOR DEGREE / HUS 4701 AND HUS 4801 PROFESSIONAL LEARNING CONTRACT

Note: This form is to be completed and signed by the student and the agency supervisor or his/her designee, prior to beginning Internship. The completed form should be submitted, by the first day of the semester to the Professional Development Center/Atrium Bld., @ the Student Center. Please print or type all information. Student and Agency should keep a copy for their records.

1. Student Information – This Section To Be Completed By Student

Student's Name _____ Emplid ID: _____
 Last First
 Address _____ Borough _____ Zip _____
 Day Telephone (_____) _____ Eve Telephone (_____) _____
 Emergency Name _____ Telephone _____
 Semester _____ Course: HUS 4701 _____ HUS 4801 _____

Student Must Sign At Bottom Of Form

2. Agency Information – Field Supervisor Must Complete All Sections Before The College Will Approve Internship Site.

Name of Agency _____
 Mailing Address _____
 Boro _____ State _____ Zip Code _____
 Telephone: Day (_____) _____ Cell # (_____) _____
 Fax # (_____) _____ Email _____
 Supervisor: _____ Telephone: (_____) _____
 Coordinator of Interns _____ Telephone: (_____) _____
 Has this student ever or they currently working at this agency? Yes _____ No _____

A. This student: () has been accepted as an intern. The student's schedule will be as follows: **NOTE: The student must intern for 2 semesters at this site (8 hours per week for at least 2 days per week, for a total of 100 hours per 15-week semester).**
 () has not been accepted as an intern. Reason for rejection: _____

B. The student:
 1. is scheduled to start on: (Date) _____
 2. will be supervised by a staff member credentialed in their field (a minimum of a Masters degree in Human Services or related discipline). The supervisor will meet with the student **weekly for 1½ hours** to discuss their progress, learning needs and other issues related to performance as a human services intern.

C. The agency will provide the student with:
 1. an agency orientation on: _____, at _____
 2. opportunities and guidance in the completion of the following assignments:
 a. Recordings (progress notes, intake summaries, assessment and planning, group summaries, etc.)
 c. Attendance at meetings - case conferences, staff meetings, community meetings, etc (where appropriate)
 d. Basic research project to address client need(s) at the agency.

D. Please Complete If The Student Has Been Placed As An Intern At A Site Other Than The One Above.

Name of Agency _____
 Mailing Address _____
 Borough _____ State _____ Zip Code _____
 Primary Contact Person _____ Title _____
 Telephone: Day (_____) _____ Eve (_____) _____

Supervisor Must Sign At Bottom Of Form

Human Service professionals provide services without discrimination or preference based on age, ethnicity, culture, race, disability, gender, religion, sexual orientation or socioeconomic status in accordance with Human Services Ethical Standards of Human Service Professional. (2000).

Signature of Student: _____ Date _____
 Supervisor Signature: _____ Date _____
 Academic Internship Coordinator of _____
 Field Placement: _____ Date _____