# Table of Contents

**Chapter 1 - About CAD & the Internship**
- CAD Department Information
- Introduction to CAD Internship
- About the Internship Manual

**Chapter 2 - Application & Placement Process**
- Internship Eligibility Criteria
- Deadlines for Internships
- Application Process
- Placement Process Overview
- Placement Process
- CAD Policies and Procedures
- Registration for CAD 600 and CAD 601 or CAD 610 and CAD 611
- Distinctions between CAD 600 and CAD 601
- CAD 601 Internship Requirements

**Chapter 3 - Your Internship**
- Requirements for Internship Agencies
- Roles and Responsibilities of Agency Supervisor
- Roles and Responsibilities of CAD 601 Faculty
- Summary of Internship Responsibilities
- CAD Expectations of Interns
- Make the Most of Your Internship – Recommendations from CAD Faculty
- Successful Interns
Chapter 1 - About CAD & the Internship

- CAD Department Information
- Introduction to the CAD Internship
- About the Internship Manual
CAD Department Information

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San Francisco State University
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Location: SCI 394

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About the CAD Department

The Department of Child and Adolescent Development (CAD) offers an interdisciplinary Bachelor of Arts degree which includes courses from numerous departments/programs across the SFSU campus. This degree provides students with a broad knowledge base and cross-professional perspectives from which to understand child and adolescent development. It also provides students with professional preparation to work in a variety of settings that serve children, youth, and their families.

Besides the core requirements which all students are required to take, students select one concentration from among four:

1. Early Childhood (EC) (formerly YC – Young Child)
2. School Age (SA)
3. Youth Work and Out of School Time (YW) (formerly YF - Youth & Family)

The current total number of semester units for the degree is 45, although students who entered the major more than two years ago have a higher semester unit total.

CAD Mission Statement

The Department of Child and Adolescent Development prepares students to be competent professionals in their work with children, youth and families. CAD values teaching and experiential learning that incorporates diversity of background and experiences, current and relevant research, and high quality instruction.

To this end, students are prepared to:
- Apply theory and knowledge in varied contexts
- Understand the issues underlying equity and social justice and respect their complex impact on the lives of children, youth and families in our society
- Use guiding theoretical frameworks to understand children, youth and families

Current World of Children, Youth and Families

The current world of children, youth and families is like a small boat riding out a storm of change. The pace and breadth of social, economic, and political changes that affect children, youth, and families, have increased the need for educated and well-trained professionals — educators, advocates, service providers, and researchers — to help navigate the waves created by this storm of change.

Graduates of CAD will be ready to become leaders in their fields as teachers, service providers, program leaders, policy developers and graduate level researchers. They will become the leaders who are so urgently needed and who will be indispensable in the years to come, as they guide and teach children and youth.
Introduction to the CAD Internship

Hands-on Experience in the Field
A crucial element in the education/training of new professionals working with children, youth and families is “hands on” experience in the field. Professional competencies, practices, values, and knowledge of educational and social service systems cannot be learned in a classroom alone. It is because CAD is committed to a partnership between the field and classroom that the internship is an essential culmination of didactic learning.

The internship is the culminating educational requirement for students in all CAD concentrations. This is the time when students integrate their classroom knowledge with practical experience working in an agency and/or school with children, youth, and their families. Since the CAD degree is a developmental degree and not a clinical degree and the students do not receive clinical training; placements in a clinical setting are not available.

The agency supervisor and/or supervising teacher are central to the intern’s learning experience and serve as mentor, teacher, and role model to the interns. The CAD Department Chair and faculty welcome agency supervisors to this task, stand ready to offer assistance, and hope that the supervisors will undertake this process with interest and enthusiasm. CAD values and appreciates this partnership of developing new and competent colleagues.

Learning Experience
The internship is first and foremost, a learning experience. It is part of an academic curriculum, intended to supplement the more theoretical learning of books and classroom with learning in the field, learning from practical experience. This requires you to be both an observer and a participant; that is, reflecting continually and critically on what you are observing and experiencing.

You will be thinking about what your observations and experiences mean relative to your broader academic and professional interests. Your role also requires you to go beyond the basic job requirements and do such things as read background material and other documents that are available at your agency; attend staff meetings; raise questions about your experience; and seek out opportunities for discussion with your agency supervisor and co-workers. You will be asked to articulate your observations and analysis during the Internship Seminar and in the written work that you submit.

Ask yourself repeatedly questions such as:

- What am I learning about in this situation?
- What is the significance of this event in relation to a broader context?
- How does it relate to theories and ideas discussed in class and readings? Does it support them? Or contradict them? Or suggest alternatives?
- What do I need to learn more about in order to understand or do this work more effectively?
- What contributions am I making to my internship agency?

These are the kinds of questions you will have to answer in your internship learning journal as well as during seminar discussions.
Introduction to the CAD Internship, continued

Work Experience
The internship is a work experience. Be sure to understand what you are expected to do and then do it as well as possible. As an intern you represent the university to the larger community; the impression you create will have long-lasting effects.

Most of the CAD internships are unpaid, and most of you are choosing to contribute your time and abilities to agencies whose mission you support, whose goals you share — agencies that are contributing an important service to the community. For all of these reasons, conscientious performance of the goals defined by you and your internship supervisor is the first objective of your internship.

Development as a Professional
The internship plays an important role in your development as a professional. It offers you the opportunity to see how you like working in the field/agency of your choice. You also enhance your resume and obtain critical work experience which so many job openings require. You can learn about employment options, gain invaluable recommendations from professionals, and begin to develop your own network of contacts that will help you gain access to this field.

About the Internship Manual
This Internship Manual contains information, policies, and procedures relating to internship planning and placement in the field. It is required reading for all CAD interns and is the required text for CAD 601. It is available to students, agency supervisors, and university internship instructors so that all individuals involved in the internship are informed of their roles and responsibilities during this partnership.
Chapter 2 – Application & Placement Process

- Internship Eligibility Criteria
- Deadlines for Internships
- Application Process
- Placement Process Overview
- Placement Requirements & Process
- CAD Policies and Procedures
- Registration for CAD 600 and CAD 601
- Registration for CAD 610 and CAD 611 (for EC only)
- Distinctions between CAD 600 and CAD 601
- CAD 601 Internship Requirements
Internship Eligibility Criteria

**All Concentrations**
To be eligible for a CAD internship, students in all concentrations must meet the following criteria:

**Bulletin Years Prior to 2011-2012**
- Officially declared CAD major
- Successful completion (grade of C or higher) of prerequisite courses
- Overall and CAD major minimum GPA of 2.0
- Successful completion of CAD 300 or approved substitution
- Successful completion of 36 units in the major, not including prerequisites

**For 2011-2012 and Beyond**
- Officially declared CAD major
- Successful completion of all internship prerequisites
- Overall and CAD major minimum GPA of 2.0
- Successful completion of minimum 30 units in the major
- Early Childhood concentration must complete 150 hours of documented work experience (paid or volunteer) prior to the start of internship. (A sample letter that your employer can submit is part of the Internship Application. See next two pages of this manual for requirements.)

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**For School Age Concentration Only:**
School Age internships are available during spring and fall semesters, not during summer session.

**For Early Childhood (EC) Concentration Only:**
*Documentation of Experience Required*

*Before starting an internship, CAD majors with an Early Childhood concentration following CAD Bulletin 2011 and beyond, must have 150 documented hours of work (paid and/or volunteer) in a licensed childcare center/program.*

Students must submit a letter or email to the CAD office documenting 150 hours of work (paid/volunteer) in a licensed center, before starting an internship. The majority, if not all, of the 150 hours are to be completed at one site/classroom with the same supervising teacher. This is to ensure a concentrated, focused experience where you have become part of a teaching team, received supervision and training regarding your interactions with children, and became an integral part of the classroom, building relationships with the children.

**The 150 hours excludes observation hours.**

Check the Orientation handbook to find documentation due dates.
Internship Eligibility Criteria, continued

If you submit an email, it must:
1) Be written by a supervisor and/or director of the center/program (not the student)
2) Be addressed to: Dept. of Child & Adolescent Development, SFSU and sent to: cadint@sfsu.edu
3) State the student’s name
4) State the number of hours the student has completed; the hours must be supervised (paid/volunteer) and in direct care and interaction with children
5) Include the name, address, phone number of the childcare center/program
6) Include the license # of the childcare center/program
7) Include the name and title of the person writing the email

If you submit a letter, it must:
1) Follow the guidelines listed above (in the section on submitting an email)
2) Be typed on the childcare center/program letterhead
3) You can submit the letter in one of the following ways: (a) walk-in to SCI 394, (b) fax to 415-405-0401, (c) scan and send via email to: cadint@sfsu.edu or, (d) mail to: CAD SFSU, 1600 Holloway Avenue, College of HSS, San Francisco, CA 94132 (must be in the CAD office, not postmarked by the deadline).

Course Substitution Form
Students who have completed an early childhood practicum course at a community college may submit a Course Substitution form to count those hours toward the required 150 hours. The Course Substitution form can be found on the CAD website under Advising – Advising Basics. Submit it with your Internship Application. You will be notified via email if your request for course substitution was approved or denied.

Location of EC Internships
During spring and fall semesters, all Early Childhood concentration interns are required to complete their internship at one of two on-campus sites: (1) ASI Early Childhood Education Center, or (2) Children’s Campus

During summer semester, EC interns must do their internship off-campus in a licensed childcare center/program. There is a list of agencies by concentration on the CAD website.
## Deadlines for Internships

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Deadline</th>
<th>More information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for internship – all concentrations</td>
<td>Check orientation handbook</td>
<td>Application is posted on the CAD website</td>
</tr>
<tr>
<td>Course Substitution form (EC/YC students seeking credit for practicum hours). Submit with Internship Application.</td>
<td>.check orientation handbook</td>
<td>Form and Deadlines posted on CAD website</td>
</tr>
<tr>
<td>Internship agency information – all concentrations (except School Age with the SFUSD) We will cover this in orientation. • For EC/YC you will be placed at either ASI ECEC or Children’s Campus.</td>
<td>.check orientation handbook</td>
<td>Deadlines also posted on CAD website</td>
</tr>
<tr>
<td>SA interns with SFUSD – must submit information re: SF EdFund Requirements</td>
<td>Check orientation handbook</td>
<td>Given at CAD Orientation. See CAD website for details.</td>
</tr>
<tr>
<td>Documentation of hours &amp; course substitution form - for EC/YC concentration only, 2010-2011 bulletin year and beyond</td>
<td>.check orientation handbook</td>
<td>Deadlines also posted on CAD website</td>
</tr>
<tr>
<td>Signed SFSU contract (required by all concentrations, except SA who will be with the SFUSD or SSFUSD)</td>
<td>.check orientation handbook</td>
<td>Contracts and Deadlines also posted on CAD website</td>
</tr>
</tbody>
</table>
Application Process

All Concentrations

- Begin the application process the semester before you plan to do an internship. For example, if you plan to apply for an internship for Fall, you must submit an application to the CAD office by February. The application and deadlines are posted on the CAD website. There is a two week window to drop off applications at the CAD office. Check website for dates.

- Make an advising appointment to ensure that you have completed all of the required course work and qualify for an internship

- Check your DARS to make sure that you meet the GPA criteria for doing your internship

- Reflect on some of the interests and experiences you would like to gain related to your concentration.

- If you are in the following two concentrations – Youth Work and Policy, Advocacy and Systems, start researching possible placement agencies. There is a list of agencies by concentration on the CAD website.

- You must do your internship in your concentration. For example, if you are in the Youth Work concentration, you must do your internship in an agency that serves that population. You may not conduct an internship at a site where you are currently employed.

Submitting Your Application

- Complete and submit your application form by the deadline for the intended semester. The application form is on the CAD website, as are the deadlines for submitting it.

- You can submit your application to the CAD office in one of the following ways:
  1. walk-in to SCI 394 (check office hours first)
  2. fax to 415-405-0401
  3. scan and send via email to: cadint@sfsu.edu
  4. mail to: CAD SFSU, 1600 Holloway Avenue, College of HSS, San Francisco, CA 94132

- Check your application carefully. Incomplete applications will not be processed; you will be asked to come in person to the CAD office to complete it. We will not do this for you.

- You will receive a confirmation email within 4-5 work days of the CAD office receiving your application. If you give your application to someone in the CAD office, you will not receive a confirmation email. If you mail in your application, allow at least one week for it to reach the CAD office. It must be in the CAD office (not postmarked) by the deadline.

Timeframe

You will be notified by email within 2 weeks of the application deadline whether or not your Internship Application has been approved.

Orientation

If your Internship Application is approved, you will be informed of the mandatory Orientation for your concentration. You will also be notified of what to bring to the orientation.
Placement Process Overview

This is an overview of the placement process. More detailed information is presented on subsequent pages.

Start here

- Intern submits Internship application to CAD Dept. office by deadline

Application received by CAD office by deadline. Intern notified within 3-4 workdays that it has been received.

Application reviewed by CAD Internship Coordinator & Dept. Chair

- Application approved for internship?
  - NO
  - Student takes action to meet eligibility requirements
  - Apply for internship for intended new semester by the deadline

  - YES
  - ● Notified of approval within 2 weeks of deadline for submitting application
  - ● Notified of required CAD orientation.

  - ● Prepare for required CAD orientation
  - ● Research & identify three agencies / schools for placement (except EC concentration)

  - ● Attend CAD orientation for concentration.
  - ● School Age interns with schools in SFUSD must attend a SF Education Fund orientation as well.

  - ● Some agencies require prospective interns to be interviewed and selected for an internship
  - ● Complete required agency criteria, paperwork by their deadlines
  - ● Complete CAD criteria, paperwork by deadlines

  - ● Internship placement approved by CAD Internship Coordinator and student notified by email

  - ● Turn in contract to CAD office by the designated deadline. Interns cannot start an internship until then. (SA interns with SFUSD and SSFUSD do not need to turn in a signed contract.)
Placement Process

During this process, be sure to check your email and phone messages frequently in case the CAD Internship Coordinator needs to talk with you about a placement.

**Early Childhood**

During Fall and Spring semesters, EC interns will be placed at SFSU on-campus sites, either the ASI Early Childhood Education Center or Children’s Campus. No exceptions will be made. Upon approval of internship eligibility, you’ll be notified of the required orientation at your on-campus site.

During the summer semester, interns must find a placement at a licensed childcare center/program off campus for their internship. See the CAD website for a partial listing of agencies that have hosted CAD interns and/or have a partnership with CAD. No summer internships are being offered in 2013.

**School Age**

SA internships are not offered during the summer. If you plan to pursue a teaching credential in the future, you must have a minimum of 35 hours in a classroom under the supervision of a credentialed teacher (non-emergency credential). The San Francisco Unified School District has its own requirements that CAD interns must meet before being placed at a school. Go through the San Francisco Education Fund for these requirements. More information is given at the CAD orientation.

**School Age, Youth Work, PAS**

Before the CAD orientation you will be asked to research at least three agencies as possible internship sites. You will be asked to submit this information to the CAD Internship Coordinator at the orientation on an In-Take form. That form will be sent to you via email before the orientation. See the CAD website for a partial listing of agencies that have hosted CAD interns and/or have a partnership with CAD.

Begin an active search for your placement agency right away. *Interns who procrastinated and waited to contact agencies have found that agencies they wanted had already offered internships to other students and/or that they preferred working with interns who are more proactive.*

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**INTERNSHIP AGENCY INFORMATION check orientation handbook for DEADLINE:**

By the due date, you must submit the following information about the agency that has agreed to sponsor you for your internship. Submit the information to: cadint@sfsu.edu and cc nagosta@sfsu.edu

a) Name of the agency
b) Address and phone number of the agency
c) Name of person who will be your supervisor, title, and email address

Upon receiving this information from you, the Internship Coordinator will send an email to the agency contact person confirming your placement. Once confirmation has been received from the agency, CAD will approve your internship placement and let you know via email.

If you don’t submit this information by the deadline, your name will be removed from the list of approved interns for that semester and you will have to reapply for a future semester. If you are having difficulties securing an internship site, contact the Internship Coordinator well before the deadline, while she can still help you. *Procrastination and not keeping the Internship Coordinator informed are the primary reasons interns miss the deadline and must postpone their internships.*
Placement Process, continued

**Selection Interview at an Agency (if required by the agency)**
If you are interested in an internship at an agency that requires a selection interview, you are responsible for contacting the agency representative to set up the interview.

Take the following items to the interview:
- Resume
- List of what you would like to learn from the internship and what you can contribute to the internship site
- List of questions you have for the agency representative
- Copy of internship contract

**Meet with Agency Supervisor after Placement**
When your placement has been approved by the CAD Internship Coordinator, contact your agency supervisor to discuss:
- Schedule for your internship
- Begin talking about what you'd like to learn/achieve
- Contract (not required of interns at schools with SFUSD and SSFUSD)
- Any materials it would be helpful for you to read before you officially begin your internship

**Requirement for All Concentrations - LiveScan**
Everyone who works with children and youth are required to have a LiveScan (fingerprinting) done and cleared. Check with your agency to see what their requirements are and who provides this service for them.

The San Francisco State University Police Department offers this service:

**Before You Go:**
1. Call ahead for an appointment, (415) 338-6043.
2. If getting a Livescan, get a LiveScan form from the person or agency requesting that you be fingerprinted.
3. If you are getting regular ink fingerprints the SFSU Police Department provides the card.

**What to Bring to Your Appointment:**
1. Photo ID such as a driver’s license or state ID card.
2. Campus ID card if you are a student, faculty or staff in order to receive a campus discount
3. LiveScan form provided by your requesting agency (if getting LiveScan).
4. Check or money order for payment (we cannot accept cash or credit cards).

**Costs for LiveScan:**
There is a cost for this service. Check with the agency that’s approved your internship to see what clearances they require and the cost involved.
CAD Policies and Procedures

Placement at Current Work Site
A student who wants to request an internship at his/her current site of employment due to extenuating circumstances must do the following:

- Contact the Internship Coordinator, Nadine Agosta at nagosta@sfsu.edu and request the following form: Petition – Internship Placement at Current Work Site

- Submit the completed and signed form by with your application. Submit to: nagosta@sfsu.edu or bring to the CAD Office.

- Your petition will be reviewed by a CAD faculty committee. Please be aware that submitting a petition does not guarantee approval.

- During the fall and spring semesters, all EC interns must do their internships on campus. No exceptions will be made.

Scheduling Flexibility
Interns might have to make adjustments to work and/or other schedules in order to complete internship hours, meet your goals, and meet the agency needs.

Interns will need to be at an internship agency approximately 10 hours per week, over a minimum of 12 weeks during the spring and fall semesters. Early Childhood interns are required to stay at the site over a minimum of 15 weeks during the spring and fall semesters to ensure continuity of care in the classrooms.

Your concentration will dictate when you must be available. Ensure that you will be available when you are needed by the agency and can get the most meaningful experience.

- Early Childhood – must be available mostly morning hours, beginning at 7:30.
- School Age – must be available between 8:00 a.m. and 3:00 p.m. when schools are in session
- Youth Work & Out of School Time – must be available after school and sometimes on weekends when most programs are offered (agency requirements vary)
- Policy, Advocacy and Systems – must be available during normal business hours (8:00 a.m. to 5:00 p.m. – agency requirements vary)

Liability and Safety at the Internship Site
CAD interns may be referred to a variety of schools and agencies situated in many geographic locations in the Bay Area that serve a wide variety of client populations. It is CAD Department policy that no student should ever be alone in any school or agency at any time and that weekend and evening work should occur only if the location and facility are considered to be safe. If an intern has any concern about personal safety in an agency setting, he/she must leave the agency and contact his/her agency supervisor and/or CAD 601 faculty and/or CAD Internship Coordinator.
Internship Contract

The University requires a contract with agencies that sponsor CAD interns. The contract is a legal document that establishes terms and conditions between SFSU and an internship agency.

Where Do I Find the Contract?

You can download the contract from the CAD website. SA, YW, PAS use the same contract. EC/YW uses a different contract. Look for the one related to your concentration.

Who Needs to Turn in a Signed Contract?

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Internship Agency</th>
<th>Contract needed</th>
<th>Due Date at CAD Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood</td>
<td>Children’s Campus</td>
<td>Yes</td>
<td>At site orientation – dates to be announced</td>
</tr>
<tr>
<td>Early Childhood</td>
<td>ASI Early Childhood Education Center</td>
<td>Yes</td>
<td>At site orientation – dates to be announced</td>
</tr>
<tr>
<td>School Age</td>
<td>San Francisco Unified School District elementary schools</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>School Age</td>
<td>South San Francisco Unified School District elementary schools</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>School Age</td>
<td>Private elementary schools – all</td>
<td>Yes</td>
<td>dates on website and orientation handbook</td>
</tr>
<tr>
<td>School Age</td>
<td>Public elementary schools outside of San Francisco and South San Francisco</td>
<td>Yes</td>
<td>dates on website and orientation handbook</td>
</tr>
<tr>
<td>School Age</td>
<td>Agency working with public elementary schools (considered on a case-by-case basis by CAD)</td>
<td>Yes</td>
<td>dates on website and orientation handbook</td>
</tr>
<tr>
<td>Youth Work</td>
<td>All</td>
<td>Yes</td>
<td>dates on website and orientation handbook</td>
</tr>
<tr>
<td>PAS</td>
<td>All</td>
<td>Yes</td>
<td>dates on website and orientation handbook</td>
</tr>
</tbody>
</table>

Who Should Sign the Contract (SA, YW, PAS)?

The two signatures are required before you turn it in to the CAD office: 1) yours, and, 2) an agency representative.

Ask your agency supervisor who should sign the contract for them as it varies among agencies. SFSU requires that the agency representative who signs the contract is an officer with fiscal responsibility. In most schools the principal signs the contract.

If your agency’s representative will not sign the contract, contact the CAD Internship Coordinator immediately and she will work with the agency toward an acceptable solution, or you may need to find another internship agency.

The SFSU representative will sign the contract last, after they have been turned in to the CAD office.
**Internship Contract Steps (SA, YW, PAS):**

1) Read the contract thoroughly (downloaded from the CAD website)

2) Complete page 1

3) Sign the last page (page 5)

4) Take the entire contract to your agency and find out who in the agency is authorized to sign it

5) Give the contract to the appropriate agency representative for his/her signature

6) Make sure that you get the contract back so you can turn it in to CAD by the deadline

7) Turn pages 1 and 5 only to the CAD office in one of the following ways:
   a. Take to CAD office
   b. Scan and send via email to: cadint@sfsu.edu
   c. Fax to CAD office at: 415-405-0401
   d. Mail to CAD office (must reach the office by 8/16/13, not postmarked)

You may not begin your internship until your signed contract is in the CAD office. If it is not in the CAD office by the first week of the semester, your internship will be terminated and you will have to reapply for an internship in a future semester.

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**Starting Your Internship**

Interns may officially start internship hours at the agency on the first day of SFSU instruction in the designated semester. Any hours worked before that will be valuable experience, however, will not count toward the required 120 hours.

Set up a work schedule with agency supervisor and notify CAD 601 faculty.

Discuss a draft of your internship goals with your agency supervisor within the first week of your internship, even if they are still in draft form. You will be developing goals in the first week of your internship with your CAD 601 faculty and your agency supervisor can give you ideas/feedback.

Plan for additional weeks to complete your hours in case of illness and/or unexpected circumstances. Be sure to find out your agency’s schedule so you can plan your hours accordingly (e.g., holidays, training days, days when your agency supervisor will not be available).

Set up a site visit meeting for you, your CAD 601 faculty, and your agency supervisor – the site visit must take place during the first 4-6 weeks of your internship and will be either by phone or in person. Your CAD 601 instructor will let you know. It is your responsibility to set up the meeting.

**EC/YC Interns take CAD 610 and 611 instead of CAD 600 and 601.**
Termination of Internship

An internship position is a professional placement from which interns can be fired. An internship can be terminated by the agency supervisor, CAD Department faculty, or Internship Coordinator for serious and compelling reasons, such as: intern misconduct; lack of adherence to agency and/or CAD Department policies; safety; not setting up a faculty site visit by deadline; or lack of completion of CAD 601 assignments by deadlines.

If an internship is terminated, the intern must meet with the CAD Internship Coordinator to discuss the situation in order to determine the possibility of any future placement.

In extreme circumstances, interns will be removed from the agency immediately. The agency supervisor will discuss the problematic issue(s) with the intern right away. The discussion will include problem solving and setting clear expectations about the behavior that needs to change/stop. The CAD Internship Coordinator will be informed by the agency supervisor. Some agencies/schools have an Internship Coordinator and that person will be involved as well. If expectations are not met within the designated timeframe, the intern will be informed by the agency supervisor that the internship is being terminated. If this happens, the intern must inform the CAD Internship Coordinator immediately.

The intern will need to reapply for a future semester to redo both the internship fieldwork hours and seminar. The intern will not be automatically transferred into the next semester and will need to resubmit an internship application for the intended semester by the posted deadline.
Registration for CAD 600 & CAD 601 or 610 & 611

Only students who have gone through the internship placement process and have been officially approved and placed with an agency/school, may enroll in CAD 600 & 601 or 610 & 611.

Early Childhood Concentration
Beginning Spring 2013 semester, EC Interns will take CAD 610 and 611 instead of CAD 600 and 601. CAD 610 Internship Seminar is a 1 unit class. CAD 611 is your internship and is a 2 unit class.

During spring and fall semesters, all EC interns must attend a CAD 610 section that is designated for EC concentration only. You will receive an Add Permit for both 610 and 611 at the first class meeting. The instructor will email the time, date and location of the weekly seminar before registration for classes begin. Please note that if you enroll in another section of CAD 600, you will be dropped by that instructor. You must attend the CAD 610 section for EC.

School Age, Youth Work & Out of School Time, and Policy, Advocacy & Systems Concentrations
Register for CAD 600 during priority registration. If you have been approved for an internship for a designated semester and met the placement deadline, you will be guaranteed a seat in a CAD 600 class that semester. If a class is full, you will need to enroll in one that is still open.

You will receive an Add Permit for 601 from your 600 faculty the first or second week of the semester. You will not be able to pre-register for 601.

Distinctions between CAD 600/610 and CAD 601/611

| CAD 600 – Internship Seminar (2 units) | CAD 601 – Internship (2 units) |
| CAD 610 – Internship Seminar (1 unit) | CAD 611 – Internship (2 units) |
| Academic focus | Experiential focus (120 or 150 hours fieldwork) |
| Classroom setting | Agency setting |
| Work directed by professor | Work directed by CAD faculty supervisor and agency supervisor |
| Papers, assignments required | Goals, logs, time sheets, and learning journals required |
| Letter grade | Credit or No Credit grade |

(CAD 600/610 & 601/611 must be taken concurrently)
CAD 601 Internship Requirements

You can begin your internship hours the first day of SFSU instruction for the designated semester, and if you have turned in your signed contract to the CAD office (if you were required to do so). Any hours worked before that day will give you valuable experience, however, will not count toward the required hours. Your 601 instructor will be notified when you turn in your contract to the CAD office.

All interns must begin their internship hours by the end of the first week of the semester, unless previous arrangements have been made with consent of the CAD Internship Coordinator and 601 faculty.

You will need to meet a combination of requirements in order to earn a grade of CR in CAD 601. If you do not meet all of these requirements by the deadline given to you by your CAD 601 faculty, you will receive a grade of either NC or INC, depending upon your specific situation.

Requirements:

1. Completion of 120 hours
2. Site visit with CAD 601 faculty supervisor within first six weeks of the semester
3. Satisfactory and timely completion of all required assignments and CAD 601 faculty requests
4. Satisfactory or higher rating on final evaluation from agency supervisor

Grade of Credit
Chapter 3 – Your Internship

- Requirements for Internship Agencies
- Roles and Responsibilities of Agency Supervisor
- Roles and Responsibilities of CAD 601 Faculty
- Summary of Internship Responsibilities
- CAD Expectations of Interns
- Make the Most of Your Internship – Recommendations from CAD Faculty
- Successful Interns Are…

By Marian Wright Edelman
Requirements for Internship Agencies

Students are placed in agency/school settings approved by the CAD Internship Coordinator according to the following guidelines:

All schools and agencies – supervisory requirements

The intern’s supervisor:

- Must be employed by the agency at least half time (20 hour position) and hold a Bachelor’s degree.

- Provides the intern with an orientation of the agency and specific program/classroom, as well as expectations of the intern

- Directs the work of the intern

- Provides the intern with regular feedback and guidance

- Meets one-on-one with the intern at least one hour per week to discuss the intern’s progress in meeting his/her goals

- Participates in a 30 minute site visit/conference call with the CAD faculty supervisor and intern within the first six weeks of the semester. The site visit will take place at the agency/school or by phone.

- Provides an appropriate variety of professional activities that can help the student meet his/her internship goals and gain exposure to additional responsibilities of professionals. The activities can include: staff/faculty meeting, in-service training, grade level planning meeting, observing other professionals, agency functions, client/parent functions, and special events.

- Evaluates the performance of the intern twice during the 120 hour internship (mid-point and upon completion).

Teacher requirements for School Age interns

Teachers supervising CAD interns must hold a Bachelor’s degree and a California teaching credential. An emergency teaching credential does not meet the requirement.

Geographic boundaries

Internships must be within a 30 mile radius of San Francisco State University. Any agency and/or school outside of that radius will have to be considered on an individual basis and must be approved by the CAD Internship Coordinator.
### Roles and Responsibilities of Agency Supervisor

| Prepare agency and staff for intern | ▪ Review CAD Department materials  
▪ Complete SFSU internship contract (or agency head does so) and give to student to return to CAD office (except for SFUSD, SSFUSD)  
▪ Notify staff that CAD intern will be at agency, his/her schedule and role and responsibilities  
▪ Prepare adequate work space and tools  
▪ Give intern a thorough orientation to the agency, its mission, goals; the role and responsibilities of the intern; other staff, and any other information that will help the intern succeed. |
| --- | --- |
| Supervise intern | ▪ Schedule regular meetings with intern; 1 hour per week is requested  
▪ Introduce intern to staff, board members, clients  
▪ Provide on-going supervision and guidance  
▪ Provide intern with agency information re: standard procedures, etc.  
▪ Sign and date intern’s time sheet and log to verify hours in timely manner, per intern’s due dates (or review them if submitted by intern via email).  
▪ Meet with intern and CAD 601 faculty at least once during the semester (at internship agency) or site visit might take place via phone |
| Develop relevant and meaningful learning experiences | Provide the intern with duties and responsibilities that help the intern meet goals and expectations. |
| Ensure positive educational, training, experiences | The agency supervisor:  
▪ Ensures that the internship leads to learning and professional growth  
▪ Can expects that the intern’s presence will contribute to the positive welfare of the agency/school  
▪ Assists the intern in finding resources to complete internship seminar assignments by providing information and/or introducing intern to appropriate agency staff  
▪ Can expect the intern to uphold agency rules, regulations, standards, practices |
| Communicate with University faculty | Maintain contact with CAD 601 faculty as needed |
| Evaluate intern performance | The agency supervisor’s evaluation of the intern is an important part of the intern’s education and professional development.  

The agency supervisor is responsible for:  
▪ Informal evaluation of the intern on an on-going basis and giving intern timely feedback  
▪ Formal Midpoint Evaluation of Intern. Form will be provided at site visit and/or by intern. Completed evaluation should be reviewed with the intern  
▪ Formal, written evaluation of intern performance at end of semester. The Final Evaluation of Student Intern form will be provided at site visit or by the intern. The completed evaluation should be discussed with the intern. |
# Roles and Responsibilities of CAD 601 Faculty

<table>
<thead>
<tr>
<th>Responsibilities of the CAD 601 faculty</th>
<th>Maintain regular contact with intern and agency supervisor as determined by specific circumstances.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Make at least one site visit/conference call to meet with intern and agency supervisor and if possible, take an agency tour. Site visits might take place by phone. Intern sets up this meeting/site visit to take place during first six weeks of internship.</td>
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<td></td>
<td>Apprise agency supervisor of the CAD curriculum/major (e.g. teaching goals, academic expectations, department requirements) as they relate to the internship.</td>
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<td></td>
<td>Have knowledge of hours, the intern’s goals, responsibilities, range and quality of activities, status of intern’s hours.</td>
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<td></td>
<td>Obtain agency supervisor’s evaluation regarding the intern’s performance.</td>
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<td>Have knowledge of nature and quality of the internship to which students are assigned. Relate updated information regarding internship sites to CAD Internship Coordinator.</td>
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<td>Be alert to problems with internships and be available to discuss issues with interns and agency supervisors, using appropriate channels of communication, including site visits where indicated.</td>
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<td>Communicate with CAD Internship Coordinator regarding intern’s progress, performance problems, or agency problems, as needed.</td>
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<td>Verify that the required forms/documentation have been turned in on time, and work with intern and agency supervisor to complete intern evaluation if help is needed.</td>
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<td>Provide feedback to intern on activities and goals</td>
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<td>Encourage intern to continue to learn and grow professionally</td>
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<td>Evaluate student’s work, assignments</td>
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<td>Assign CR/NC grade at end of semester for CAD 601.</td>
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# Summary of Internship Responsibilities

<table>
<thead>
<tr>
<th>Intern Responsibilities</th>
<th>Agency Supervisor Responsibilities</th>
<th>CAD Faculty Responsibilities</th>
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<tbody>
<tr>
<td><strong>Before the Internship Begins</strong></td>
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<tr>
<td>Begin to formulate goals you want to achieve during internship; think about what you would like to contribute to the agency, what you want to learn.</td>
<td>Plan for intern’s arrival (e.g., space, notify others at agency).</td>
<td>Provide clear description of the expectations of students and agency supervisors.</td>
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<td>Decide how agency will refer to intern and inform all.</td>
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<td></td>
<td>Commit to meeting with intern at least 1 hour per week to ensure goals are met, provide supervision and guidance.</td>
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<td><strong>During the Internship</strong></td>
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<tr>
<td>Coordinate site visit with agency supervisor and SFSU faculty.</td>
<td>Familiarize intern with staff, logistics, resources, policies, structure of agency.</td>
<td>Meet with intern and agency supervisor for required site visit at beginning of internship; review goals and expectations, go on site tour if there is time. The site visit can be in person or via phone.</td>
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<tr>
<td>Meet weekly at least one hour with agency supervisor to discuss goals, progress, experiences.</td>
<td>Define intern’s roles/responsibilities, inform intern and other agency staff.</td>
<td>Provide feedback to interns, agency supervisors, CAD Internship Coordinator of progress of the internship, as needed.</td>
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<tr>
<td>Have direct contact with agency staff and students/clients in accordance with agency policies, procedures.</td>
<td>Meet with intern and SFSU faculty at beginning of internship for site visit meeting (at internship agency), could also be via phone.</td>
<td>Upon completion of internship hours, review the Evaluation of Internship completed by the intern, and the Final Evaluation of Student Intern, completed by agency the supervisor</td>
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<tr>
<td>Understand the agency/school, its policies, goals, and demonstrate capacity to work within the framework of agency</td>
<td>Help intern meet his/her goals: meet with intern one hour per week on a scheduled basis; uninterrupted time to review/discuss goals, activities; give specific feedback to intern on accomplishments and areas to work on.</td>
<td>Maintain all evaluation data in confidence</td>
</tr>
<tr>
<td>Maintain professional conduct at all times.</td>
<td>Review student assignments, if requested by student.</td>
<td>Submit written evaluations to CAD Office.</td>
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<tr>
<td>Submit assignments, logs, time sheets, journals for CAD 600 &amp; 601 by due dates.</td>
<td>Complete and discuss with intern the Midpoint Evaluation between 50-70 hours into internship.</td>
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<tr>
<td>Request Midpoint Evaluation from agency supervisor between 50-70 hours into internship; discuss.</td>
<td>Provide student intern opportunities to participate in staff meetings, in-service training, professional development activities, consultations with other professionals at the agency and/or in your professional network.</td>
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</tr>
<tr>
<td>Request Final Evaluation of Student Intern from agency supervisor near completion of hours; discuss.</td>
<td>At completion of internship hours, complete Final Evaluation of Student Intern form; involve the intern in the process and discuss your assessment with him/her.</td>
<td></td>
</tr>
<tr>
<td>Complete 120 hours of supervised internship at approved agency.</td>
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<tr>
<td>Upon completion of internship hours, complete Evaluation of Internship and submit to CAD 601 faculty by due date.</td>
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CAD Expectations of Interns

As you begin your internship with an agency/school, you are probably eager to get involved and make a positive difference. The fastest ways to do this include: behave professionally, do your best work consistently - and always remember that you are representing yourself, CAD and SFSU. Please read through and follow the expectations described below; doing so will help you have the best and most productive experience possible.

1. **Ask for help**
   Your agency supervisor is prepared to help you, so remember to ask for support.

2. **Maintain confidentiality**
   You will be interacting with and observing clients/students/staff during your internship. You might also be privy to confidential information about them (e.g., client files, personal stories, diagnostics, test results, report cards). Do not discuss a client with anyone except your agency supervisor or staff members who directly serve the client. If you refer to clients in your assignments for CAD 600 & 601, do not use their actual names.

3. **Be reliable**
   Your colleagues and clients rely on you to be punctual and to follow through on commitments you’ve made. Call ahead of time if you are going to be late or absent.

4. **Behave professionally**
   Treat everyone with respect and courtesy, regardless of their roles at the agency. Immerse yourself in working effectively with others and being a positive presence. If you’re having a bad day, let your supervisor know. Behaving professionally includes the ways in which you talk to others, write any type of communication, and present yourself while at your site.

5. **Focus on the internship when you are there**
   This includes not using your phone and/or other electronic devices to conduct personal business. If you need an exception, discuss it with your agency supervisor first.

6. **Be flexible**
   Plans and situations can change often and sometimes at the last minute, so be flexible. Your flexibility will help things run smoothly and produce positive outcomes for everyone involved.

7. **Follow agency policies, guidelines**
   Every agency has its own rules, policies, procedures, protocols, and expectations. Even if you do not agree with and/or understand a policy or procedure, it is your responsibility to adhere to it in a respectful way. You can always discuss your questions/concerns with your agency supervisor.

8. **Dress appropriately**
   Find out the dress code for your agency. Always make sure that your clothing is appropriate and your appearance is tidy and clean. Revealing clothing is unacceptable.

9. **Exercise caution**
   - We strongly recommend that you not “friend” clients, agency staff on social networking sites, or “tweet” about your internship experiences.
   - Never report to your agency under the influence of alcohol and other drugs.
   - Never give or loan money or personal belongings to a client and/or agency representative.
   - Never give a client your address, telephone number, e-mail address, or other personal information.
   - Never make promises or commitments to a client that you cannot keep.
   - Never give a client or agency representative a ride in a personal vehicle.
   - Never tolerate a verbal exchange of a sexual and/or violent nature or engage in behavior that might be perceived as such with a client or agency representative.
Make the Most of Your Internship – Recommendations from CAD Faculty

The CAD faculty has made the following recommendations for creating a successful internship in your concentration. Please read them carefully and incorporate them into your approach to your internship.

**Early Childhood**

1. Enhance your skills in relation to the NAEYC standards for preparing early childhood professionals (see [http://www.naeyc.org/files/naeyc/file/positions/ProfPrepStandards09.pdf](http://www.naeyc.org/files/naeyc/file/positions/ProfPrepStandards09.pdf))

2. Understand the importance of responsive and intentional practices in serving children and their families.

3. Build self-reflection skills to more deeply examine your style of communication and interaction with young children, teachers, administrative staff, and families. Identify areas that may be challenging and practice strategies to address or overcome the challenges.

4. Develop deeper understanding of your career goals and how to achieve them.

5. Practice professionalism consistently and with pride (e.g., dress, punctuality, language) including gaining knowledge of the role and value of professional ethics and their influence on practice.

**School Age**

1. Integrate knowledge gained in your college classes into your practices as an intern, such as children’s developmental stages, child development theories, reflection and writing

2. Understand essential components of a school, such as governance, structure, professional roles and relationships

3. Learn as much as possible about the California academic standards for the grade level of your internship classroom

4. Develop a clear understanding of your career goals and how to achieve them

5. Practice professionalism consistently and with pride (e.g., dress, punctuality, language, and ethics)
Youth Work and Out of School Time

1. Enhance your skills in relation to the DCYF core competencies (see http://sfafterschoolforall.blogspot.com/p/what-are-core-competencies.html)
2. Build relationships and network with professionals in your field
3. Develop deeper understanding of your career goals and how to achieve them
4. Identify personal strengths and challenges and practice strategies to address or overcome the challenges
5. Practice professionalism consistently and with pride (e.g., dress, punctuality, language, ethics)

Policy, Advocacy and Systems

1. Practice skills gained in the classroom, such as writing, research, advocacy, policy analysis, and administration
2. Build relationships and network with professionals in your field, while learning about the range of organizations that serve children and families
3. Develop deeper understanding of your career goals and how to achieve them, including learning about co-workers’ career paths and exploring graduate education options.
4. Identify personal strengths and challenges by stretching beyond your comfort zone and taking on varied projects
5. Practice professionalism consistently and with pride (e.g., dress, punctuality, language, ethics)
Successful Interns

Past agency supervisors have described successful interns in the following ways:

**Dependable**
- I was able to depend on him – he was there when he said he would be there
- I could depend on her to do a good job and to put a good effort into activities and tasks

**Kind and Respectful**
- She treated everyone with kindness and respect – children, parents, teachers, custodians, clerks
- He was successful primarily because of how he treated people – with civility, kindness, humor
- He didn’t judge people, just worked with them as well as he could, and gave the benefit of the doubt
- She did not show impatience or frustration with anyone, ever

**Mature**
- She did not bring any personal “issues” with her. When she was here she focused on us.
- She was positive even when I knew she’d had a bad day.
- Everything she did was for us; she did not put herself first. I’d hire her in a minute.
- We looked forward to the days she interned because she was full of positive energy
- Did not always hang out with her friends at lunch; she used the time to talk to staff or help people
- She was flexible and able to adapt to changes
- She was intentional and thoughtful in every interaction she had with the children
- She did not try to be a friend to the students; she knew her role in the classroom

**Open to Feedback**
- She asked for feedback frequently and then used what I told her – never got defensive

**Organized**
- She was incredibly organized – knew the schedule, put things away, could find things
- Put things back when she was done. Sounds like a small thing, but we don’t have much space and it really helped
- Was so helpful and organized - was not a burden or someone else I had to keep track of

**Proactive**
- She took initiative and did not just sit there and wait for me to ask her to do things
- Created a list of things to do for times when I did not have her doing a specific activity
- He asked questions if he didn’t know something – did not sit around and wait
- Always anticipated what would happen next and prepared. For example, on Wednesdays the folders went in the students’ backpacks, so she’d start organizing the folders on Tuesday.
- She took advantage of every opportunity; never felt like she was just getting through her hours
- She did things that scared her. She was so willing to try new things and had every intention of getting the most out of her internship.
- She was smart. She took what she learned at SFSU and applied it in the classroom.
- Immersed herself in the classroom - she was proactive in getting to know the children, me, other teachers, the school and how it operated
- He made a difference – his enthusiasm, awareness of what was going on, hands-on approach