

**MORAVIAN
UNIVERSITY**



**PSYCHOLOGY
INTERNSHIP
HANDBOOK**

Introduction to the Internship Study Handbook

The purpose of this handbook is to introduce you to the educational opportunity of pursuing your learning outside of the classroom in an applied setting. Specifically, in this handbook, you will find a statement of departmental policy that describes the educational purpose and procedures to follow when planning an internship study; a checklist of procedures for the semester prior to an internship; a checklist of procedures for the semester concurrent with the internship; and a listing of suggested internship sites based on your major, your location, education experience, etc...

These descriptions of internship placements are only meant to introduce you to sites where students have had successful internship placements in the past. Also, be aware that you may expand your search for a quality placement beyond these opportunities by seeking out a site where the department has not placed a student previously. This option is most often student-initiated, and then discussed with your major advisor.

Another option is to utilize the Moravian University Center for Career & Civic Engagement to check out career events, jobs and internships. You can make an appointment with a career strategist by going to <https://joinhandshake.com>, access their page in Amos by clicking on Campus Life, then scroll down to Career & Civic Engagement or email them directly at careercivic@moravian.edu.

Good luck with the process, and we hope that you find this handbook useful.

Psychology Department of Moravian University

Statement of Policy on Internship Study

Internship study in psychology consists of elective, planned, supervised learning activities which take place in off-campus settings and for which credit is granted as an extension of the student's major academic program. It is the feeling of the Psychology Department that this joint venture of student, school, and agency offers a unique educational experience. It provides an opportunity to see classroom material come to life, allows early, firsthand exposure to a possible career, and provides for the possibility of an exciting relationship with a professional in the field.

The experience itself is only one component in justifying the granting of academic credit for an internship. It is the joint responsibility of the student, faculty coordinator, and internship supervisor to ensure that the internship is a valid academic experience. This is accomplished in part by the development of the internship contract generated by the student. The preliminary contract is reviewed by the faculty coordinator and the field supervisor, and modified if considered appropriate. The contract documents that the internship is an academic experience focused on supervised learning with grades based upon measurable assignments. It is the responsibility of the department and the student to guarantee that the internship fits meaningfully into the student's academic program. The contract is then reviewed by the department chairperson and submitted to the Academic Dean's Office.

Normally, internships are open only to majors with Junior or Senior standing who have at least a cumulative average of 2.7 and who have completed any course work which the faculty coordinator judges to be prerequisite to the internship experience as proposed. One unit of credit requires 10-12 hours at the internship site. Half units are also possible at 5-6 hours per week.

Students will meet weekly with the faculty coordinator in an informal seminar in order to ensure continuing evaluation of the student's progress.

At mid-semester, the faculty member will check in with the internship supervisor to evaluate the experience. This close monitoring of the internship experience has a number of positive effects. Having a contract helps to balance the particular needs of the student and the agency. The close supervision contributes to an accurate evaluation of the student's performance at the end of the semester. The faculty coordinator becomes a resource person providing guidance in reading resources, is available if problems arise, and helps the student relate his/her internship experience to class work. The coordinator also provides the student with an opportunity and a reason to reflect upon the ongoing experience.

At the end of the semester, the internship supervisor will formally evaluate the student and return the completed evaluation form to Christina Crawford at The Center for Career and Civic Engagement by emailing careercivic@moravian.edu. The final grade is based on the following:

1. Seminar attendance and participation
2. Meeting required hours at your internship site
3. Weekly Journal
4. Post-Internship Personal Assessment Paper
5. Supervisor Student Evaluation

Procedures for the semester **PRIOR TO the internship:**

- Students consult with their major advisor or any other member of the Psychology department to discuss and explore possible sites for internship placements.
- The student submits a completed Internship Application to both the faculty advisor and the internship site coordinator.

- At the time of formal registration for courses, students select Psychological Science PSYC386, have the selection approved by the assigned faculty coordinator, and complete registration with their major advisor. Be sure to consider the seminar meeting time when choosing your other classes. If you cannot meet during the scheduled time, reach out to the faculty coordinator to see if another arrangement can be made.
- You will also want to refer to the Internship/Co-Op Registration Checklist and the Internship/Co-Op Application found in Amos under the College Students tab, and then click on Forms.

Procedures for the semester **CONCURRENT** with the internship:

- No later than the third week of the semester, the student completes the application, obtains the signature of the internship supervisor, the faculty coordinator, and finally, the department chair and Dean.
- Students should complete weekly journal assignments , as directed by the faculty Internship Coordinator.
- At approximately mid-semester, the faculty coordinator will make contact with the internship supervisor to get a sense of how things are going from their perspective.
- The Center for Career and Civic Engagement will serve as the point of contact for all internship related evaluations.
- Papers, journals, etc. of a non-confidential nature that serve to describe the internship work and experience of the student are filed by the faculty coordinator in the departmental file for future reference by faculty and interested students.

- In addition, it is recommended that a short description of the site and an intern's typical responsibilities is shared with the Psychology Department assistant in order to keep the handbook current.



Alphabetic List of Suggested Internship Sites*

Arts Quest
B. Braun Inc./Aesculap, Inc.
Bethlehem Area School District
Bradbury-Sullivan LGBTQ+ Community Center
Center for Humanistic Change
Children's Home of Easton
Community Services for Children/HeadStart of the Lehigh Valley
Community Service Foundation for Buxmont Academy
Crime Victims Council
Devereux Advanced Behavioral Health
George Wolf Elementary School/Northampton Area School District
Good Shepherd Rehabilitation
Haven House: Psychiatric Rehabilitation Services
Hopewell Elementary/Southern Lehigh School District
Impact Project
KidsPeace
Lehigh County Human Resources Department
Lehigh County Juvenile Probation Office/Court of Common Pleas
Lehigh County Office of Children and Youth Services
Lehigh Valley Children's Centers, Inc.
Lehigh Valley Health Network/Jefferson - Internships
Lehigh Valley Health Network/Jefferson - Research Scholars
Northampton County Adult Probation and Parole Department
Northampton County Area Agency on Aging
Oasis Community Center
Olympus Corporation of America
Parkland School District
St. Luke's University Health Network/Temple University
Turning Point of the Lehigh Valley
Valley Youth House (All Programs)
VIA of the Lehigh Valley
YWCA

***When available, you will also see a description of the internship duties from a previous internship student or an internship supervisor.**

ArtsQuest
101 Founders Way
Bethlehem, PA 18015
610-332-1300
www.artsquest.org

Go to www.artsquest.org, then click on Connect, and scroll down and choose Internships for more information. There are many different internships available. Here is a sample of the duties from a recent HR Internship:

Coordination of the Spring, Summer, and Fall Internship Programs

Tasks Included:

- *Setting up Meet & Greets and Networking events*
- *Handling the paperwork that the interns need for college credit*
- *Communication and follow-up with interns, supervisors, and mentors for feedback on the program*

Other Projects and Opportunities:

- *Staff Appreciation and Recognition/Participation on the Staff Appreciation and Recognition Committee to develop ideas for interns*
- *Attend a local SHRM chapter meeting*
- *Accompany HR Director to Job Fairs/Networking events*
- *Assist with Organizational Events and Activities*
- *Sit in on staff meetings when available*



B. Braun Inc. / Aesculap, Inc. (B. Braun's sister company in Center Valley)

HQ: 824 12th Avenue

Bethlehem PA 18018

610-691-5400

www.bbraunusa.com

Go to www.bbraunusa.com and click on Careers, then on Internships and Career Rotational Programs for internship information.

Bethlehem Area School District
Education Center, 1516 Sycamore Street

Bethlehem PA 18017-6099

610-861-0500

www.basdschools.org

Contact the Director of Student Services, Tracy Hirner, at thirner@basdschools.org for internship information.

I did my field study at Lincoln Elementary School in Bethlehem, Pa. with the full-time guidance counselor, Peggy Capozzolo. Lincoln is a public school with grades K-5. The staff is comprised of welcoming, dedicated, and skilled educators and administrators that strive for the best for their students. My supervisor, Peggy, is an accomplished school counselor with boundless amounts of knowledge to share. The student population is diverse and the children come from many socioeconomic and ethnic backgrounds.

Throughout my time at Lincoln, I observed and taught lessons in the classroom on specialized counseling topics including: peer pressure, responsibility, peer relationships, helping others, etc. I observed and helped counsel individual students with close supervision. I assisted in preparing and participating in school functions that my supervisor directed, consisting of Leo Club (Student of the Month), AIMSWEB standardized

testing, and PBIS (proud behavior in school). I attended meetings that related to children with Individual Education Plans, Child Study, intervention for children with learning support, and intervention for children with behavioral problems. I also sat in on a few meetings with parents and outside agencies. My experience at Lincoln was phenomenal and I would highly recommend it to anyone who is seriously considering a school counseling career. My supervisor was willing to let me expand my horizons and work independently with close supervision. I was also encouraged to step out of my comfort zone. Every day was something different and the overall experience was invaluable to my learning experience and future career choice.



Bradbury-Sullivan LGBTQ+ Community Center

522 W. Maple Street

Allentown, PA 18101

610-347-9988

www.bradburysullivancenter.org

Call the main number and ask for Sharon. She will put you in touch with the internship coordinator.

The Bradbury-Sullivan Community Center (formerly the Pennsylvania Diversity Network), located in Allentown, is a non-profit organization that offers support and advocacy for the Lesbian, Gay, Bisexual, and Transgender Community. The PDN provides the LGBT community with news, information, presentations, health programs, and events. The organization was founded by Liz Bradbury. In addition, the PDN also produces the “Valley Gay Press”, a LGBT newspaper composed of gay news, calendars, and opinion pieces. They have the largest LGBTQ website in the state, and also run a 24-hour info-line.

An intern here will work closely with management and staff on any task the organization is currently working on. In my experience, I often worked on the PDN Photo Project: a project that displays nearly 400 pictures of LGBTQ couples and families, all from the Lehigh Valley Area. I have also helped to publish the Valley Gay Press, as well as contribute to it. An intern will also be afforded many opportunities to attend and help out at PDN presentations. Management speaks about different LGBTQ issues at several nearby colleges and institutions. An intern at the PDN will garner a firm understanding of the politics surrounding sexual orientation, and a better sense of what the gay community embodies.

Center for Humanistic Change
555 Union Boulevard
Suite #7
Allentown, PA 18109
610-443-1595
www.thehc.org

Email info@thehc.org for more information on internship opportunities.

This organization is a prevention agency, primarily funded by local Drug and Alcohol rehabilitation program money. It designs and facilitates a variety of programs including parenting, stress management, children of divorce, assertiveness training and many others.

An intern typically participates in the day-to-day operations of the center. This includes participation at staff meetings, observation, participation and co-facilitation of programming. This also may include consultations, staffing, research, designing, presenting, evaluation and follow-up associated programming.



Children's Home of Easton
200 S. 25th Street
Easton, PA 18042
610-258-2831
www.thechildrenshome.org

Contact Gabriella Toedter at 610-258-2831 x307 for more information on internship opportunities.

The Children's Home of Easton is a non-profit agency that provides a safe, caring environment for children that are in need. The children have been removed from their homes and placed at the Children's home for their own safety. Many of the children come from places where they were exposed to physical and mental abuse, substance abuse, and gang violence. The Children's Home of Easton has a residential program as well as emergency placement for the children. The agency also provides therapeutic, educational, and recreational services, which help to supply them with the skills needed to re-enter society.

An intern at the Children's Home of Easton works closely with a caseworker, who manages the children's cases and is an advocate for the children. Responsibilities of an intern at the Children's Home include attending court sessions, family meetings, school meetings, and group meetings with the caseworkers and staff at the Children's Home. Interns have access to case files and documents including the reason for placement at the Children's Home, therapy notes, and progress notes. Interns also have the opportunity to attend trainings that deal with topics such as Therapeutic Crisis Intervention and suicide prevention.

Community Services for Children/HeadStart of the Lehigh Valley
1520 Hanover Avenue
Allentown, PA 18109
610-437-6000
www.cscinc.org

Contact Kristin Sheckler, Recruiting Coordinator, at 610-437-6000 x328 for more information on internship opportunities.

As a Human Resources Intern for Community Services for Children, Inc. you will experience a wide variety of tasks. You will first be introduced to the organization by attending a new employee orientation, and then an orientation related to the Human Resources Department. You will work as an integral and valued member of the Human Resources staff, also interacting with other departments in the organization, as well as external organizations. Your work assignments will be purposeful, and will contribute to the goals of the department and organization.

During the course of your internship, you will have an opportunity to apply, and further develop, the skills you have learned at college. Your psychology skills can be directly applied to screening resumes, as well as screening potential employees at job fairs in the area. Interacting with other staff members in the organization, as well as those outside the organization, will help to develop interpersonal and communication skills. Participation in employee recognition events will further develop employee relation skills.

Special assignments will challenge your creativity, and help to develop problem-solving skills and critical thinking skills. Research and writing assignments, such as policies and procedures, will further develop written communications skills. Computer skills will be essential, as you enter data into various software databases, run reports, and prepare presentations for management. You may also be provided with an opportunity to enhance your computer skills through various training offered, such as Microsoft Excel. There will also be opportunities to network with Human Resources professionals through events held by the Society for Human Resources Management. This is a great resume building internship.

Community Service Foundation / Buxmont Academy
Bethlehem Campus
544 Main Street
Bethlehem, PA 18018
610-807-0210
www.csfbuxmont.org

Contact Dana Troiano, Dean of Students, at 610-807-0210 or email her at danatroiano@csfbuxmont.org for more information on internship opportunities.

The Community Service Foundation/Buxmont Academy provides an array of programs for troubled and at-risk youth in eastern Pennsylvania. Our students and clients are boys and girls, grades 6 to 12, struggling with a wide range of behavioral and emotional problems.

A semester long intern is paired up with a full-time counselor at the school during his or her time at CSF. During the beginning weeks of the internship, an intern can expect to get trained in a wide range of restorative practices. The intern will be expected to make phone calls, help with paperwork, and aid in managing caseloads. More interestingly, an intern is expected to sit in and aid in the development of IEP (Individualized Educational Programs) and ISP (Individualized Service Programs). In many cases, these meetings incorporate family members, relatives, and caseworkers. An intern is expected to aid full-time counselors with their caseloads and may even be given the opportunity to run sessions on their own. Interns will also get a sense of the multi-agency cooperation that goes on within the juvenile system and will frequently sit in on meetings with juvenile probation officers, social workers, and various other agency services. While completing an internship at CSF, you are typically invited to attend various training sessions. The topics of these sessions range from understanding addiction to anger replacement therapy. Overall, your internship experience can be characterized as active and practical to a long term career in counseling services.

An internship with CSF/Buxmont Academy exposes you to a variety of different people, agencies, and situations that will make you better prepared and knowledgeable in your career progression. Many psychological concepts can be found with the work you do and the people you meet.

Crime Victims Council of the Lehigh Valley
65 E. Elizabeth Avenue
Suite 208
Bethlehem, PA 18018
610-437-6610
www.cvclv.org

Contact Kelsey Savarese at 610-437-6610 x328 or ksavarese@cvclv.org for more information on internship opportunities. You may be in contact with victims of physical and sexual assault, so there is additional training required prior to the internship commencement.

This council serves as a victim advocate to accompany victims of rape to the hospital, police station and follow through to the court. Internships are available where a person might serve as a victim advocate. The direct prerequisite for direct client contact is the successful completion of a 13-week, 51 hour training session; However, the advocate may also be asked to do public speaking. It is suggested that 1-semester interns complete the training prior to the internship; 2-semester interns may complete the training as part of their 2-semester internship.

Devereux Advanced Behavioral Health
444 Devereux Drive
Villanova, PA 19085
800-345-1292
www.devereux.org

Go to www.devereux.org and click on Training and Consulting. Then scroll down the page and click on Professional Psychology Internship Training for more details on how to apply.



George Wolf Elementary School
Northampton Area School District
2014 Laubach Avenue
Northampton, PA 18067
610-262-7811
www.nasdschools.org

Contact Valerie Abraham at 610-262-7811 x20022 or you can email her at abrahamv@nascschools.org for more information on internships.

George Wolf Elementary School (located in Bath, PA) is within the Northampton School District and is a K-6 school. This field study site offers opportunities to work with the Instructional Support Team Teacher and the Reading Specialist. The faculty and staff at George Wolf are very friendly and appreciative of outside assistance. There are numerous opportunities to work one-on-one or in small groups with children in all grade levels who experience academic, behavioral, or emotional difficulties. This site is optimal for students interested in education and psychology.



Good Shepherd Rehabilitation
850 S. 5th Street
Allentown, PA 18103
610-776-3586
www.goodshepherdrehab.org

Go to www.goodshepherd.org and over over careers, then go to student opportunities, then click on internship program information. You can also email recruiting@gsrh.org for more information on internship opportunities.

Good Shepherd is a rehabilitation hospital designed to care for and provide opportunities for people with physical and mental disabilities, in order to help them achieve their true potential. There are several service departments within Good Shepherd that cater to the special needs of their clients. The testing and evaluation branch of the Work Services Department helps clients to determine realistic vocational goals. An intern in the testing and evaluation department will learn how to assess a client's functioning and aptitude levels through the various psychological tests that are administered. The intern will learn how to select, administer, score, and interpret tests, while also learning how to interact with disabled clients. An intern will also learn how to observe clients during a situational assessment, direct panel discussions, and provide a client with the necessary skills for employment. An intern must fulfill the appropriate amount of hours required for a specific amount of credits. One may also want to look into additional internships within Good Shepherd. Internships include speech pathology, testing and evaluation, and physical therapy.

My field study at Good Shepherd-Work Services was truly one of the most rewarding educational experiences of my college career. While I was interning as a Case Manager, I was given a wide variety of tasks to complete. I was able to perform client intakes, which are informational interviews designed to obtain personal and medical information about a client, while assessing a client's behavior as well. I also participated in a Curriculum session, which is a two-week session with a small group of clients, who are taught outstanding work behaviors and given information about topics such as decision-making and Social Security. The clients are also administered various psychological tests to

determine their functioning and aptitude levels, which I was able to interpret and score. I was also able to work one-on-one with a few clients throughout the semester, and could interact with them, and administer, score and interpret the various psychological tests that they were given. Reports also need to be written about a client's performance on tests, their behavior, their strengths and weaknesses, and recommendations about their next step. I also had many opportunities to perform some duties as a Job Coach, and worked with clients either at the Work Services department or another job site, to give them support to succeed in their job while making them more independent. Writing case reports about a client's performance on the job, and learning how to use billing information on a client, were also necessary tasks I performed. Overall, my experience at Good Shepherd-Work Services was an incredibly positive one, and it has definitely prepared me for, and given me more confidence in working with clients with physical and mental disabilities.



Haven House Psychiatric Rehabilitation Services
1411 Union Blvd.
Allentown, PA 18109
610-433-6181
www.haven-house.com

Email K.C. Carpenter, Director of Outpatient Services, for more information on internship opportunities. Her email: kcarpenter@haven-house.com.

The program was established in 1971 and provides care for people who suffer from chronic and persistent mental illness. Many of the clients that Haven House services have a diagnosis of Schizophrenia or are diagnosed with a Mood Disorder. However, there are a number of clients who are diagnosed with various other illnesses. Some of the services that Haven House provides include support groups, information groups, and skills development groups.

An intern at Haven House will have an opportunity to observe staff and clients' interactions during various interventions. The intern will also participate in recreational activities with clients such as movies, cards, and games. If the supervisor feels that the student is ready, after a number of hours observing, the student will be given the opportunity to co-lead or develop a skills development group and hold weekly sessions with clients. In addition, interns will learn how to write a daily progress note on a client. This is a great placement for students who are interested in the mental health or social work fields of study.



Hopewell Elementary School
Southern Lehigh School District
5775 Main Street
Center Valley, PA 18034
610.282.3121
www.slsd.org

Contact Andria Buchman, Director of Special Education and Student Services at buchmana@slsd.org.

Hopewell Elementary school is a K-5 school within the Southern Lehigh School District. The staff and faculty are friendly, helpful, and very receptive to outside help. This field study provides Instruction Support Team (IST) interventions, strategies and techniques to benefit the children. The children are suffering academically as a result of social, emotional, or learning disabilities. The opportunities are endless and valuable experience can be gained. There are ample opportunities to work with children in a wide variety of grade levels with a wide variety of difficulties in various academic areas. There are also opportunities to work with the school psychologist, Reading Specialist and IST members. This location is highly recommended to a student interested in both psychology and a teaching career. It is a wonderful school where an unbelievable amount of hands-on training can occur for the student.



Impact Project
407 Chestnut Street
Emmaus, PA 18049
610-965-5599
www.theimpactprojectinc.net

For internship opportunities, contact Tom Mantroe, Executive Vice President and Chief Operations Officer, by email at impacttm@ptd.net.

The Impact Project is a private child and youth agency that works with numerous counties in Eastern Pennsylvania. Impact works to find appropriate foster care placement that will best fit the child needing a home. Impact works with Juvenile Probation as well as Children in Youth Services. Programs such as the Sex Offender Step Down Program and Project Life focus on getting youth back into the community and having the opportunity to live independently.

This intern will learn about the various programs that the Impact Project has for youth by shadowing different case managers. As an intern, there will be the opportunity to attend home visits, IEP meetings, Court Hearings and the College Mentoring Program. The intern will learn how to score psychological tests, write chronos and quarterly reports. At about half way through the semester the intern will have the opportunity to take on their own caseload.



KidsPeace
Human Resources Department
4085 Independence Drive
Schnecksville, PA 18078
610-799-8330
www.kidspeace.org

For more information on internship opportunities at the various departments within KidsPeace, contact michael.baransky@kidspeace.org. Michael Baransky is a recruiter within the HR Department.

An internship at the KidsPeace Orchard Hill campus in Orefield, PA involves participating in a residential treatment program that runs from 18 months. After undergoing a background check to verify that there has been no child or sexual abuse, an intern will have a responsibility for taking kids out on recreation trips and participating directly in the overall floor management of the therapeutic setting. The therapeutic approach is primarily a behavioral one. The KidsPeace location in Bethlehem serves both as an orphanage and treatment center for emotionally disturbed children. It also provides special and tutorial psycho-educational services in its day school program for the residential and day school students located in Fountain Hill. An intern in Bethlehem primarily spends his/her time observing and talking to the staff as well as interacting with the children who receive treatment.

An intern with the residential admission's department will be responsible for reading and interpreting clinical reports included in the referral packets and discussing these cases in daily packet review meetings. The intern will also learn to write biopsychosocial assessments on the clients based upon the material included in the referral packets. On occasion the intern will participate in the clinical assessment of potential clients. The intern will accompany an Admission's Specialist on the tours of families and clients and assist in the actual admission of a client. The intern will be trained to handle intake calls and send out information brochures and the video to potential referrals.

This intern will become very knowledgeable in the various treatment delivery systems and the clinical criteria required for residential care. A final goal of the intern will be to handle an entire case starting with the referral and following procedures to the actual client's admission.

Lehigh County Human Resources Department
17 S. Seventh Street
Allentown, PA 18101-2401
610-782-3130
www.lehighcounty.org/departments/human-resources

Contact Keisha McCollin-Bulluck, HR Officer, at the number above for more information on internship opportunities.

Lehigh County Juvenile Probation Office/Court of Common Pleas
455 W. Hamilton Street
Allentown, PA 18101
610-782-3143
www.lccpa.org/juvenile/probation

Contact Patricia Evers, Intern Coordinator, at the number listed above.

The Lehigh County Juvenile Probation Department works with juveniles who have committed crimes. The juvenile's initial contact with the department is through an intake unit which is responsible for gathering facts about the juvenile's family and the incident to determine jurisdiction. The general supervision unit of the Lehigh County Probation gets cases through the intake unit and provides the major portion of treatment and supervision to the juveniles. It is the largest part of the department and it provides supervision of approximately 80% of the juvenile cases. The aftercare unit provides county based re-entry services for the offenders returning to the community after a period of incarceration. These are the most difficult cases.

Lehigh County Office of Children and Youth Services

17 S. 7th Street

Allentown, PA 18101

610-782-3001

www.lehighcounty.org/departments/human-services/children-youth-services

Lehigh County Department of Human Services offers a variety of internship opportunities for both graduate and undergraduate students. For questions regarding an internship in any of the Human Service departments contact the Director of Integrated Services, Mary McGonigle, at 610-782-3201 or by email at marymcgonigle@lehighcounty.org.

The Lehigh County Government Center in Allentown houses a variety of departments including human services for the county such as Children and Youth. Within Children and Youth there are numerous units such as general protective services, adoption and independent living, and termination of parental rights, to name a few. A semester long intern is paired up with a caseworker from one of the units. As a social work caseworker, your time is split between the office and out in the field.

For those students who are semester-long interns, the position involves a lot of shadowing of your supervisor as well as the possibility of making phone calls, helping with paperwork, and sending faxes. Interns who are with the agency for a full year are given the opportunity to have their own caseload. During your semester stay, a lot of time is spent out of the office traveling with your supervisor to a variety of visits with clients. These visits might be to a school to meet with a child or to a home to meet with the parent and/or child and conduct a walk-through of the home to evaluate living conditions. Interns may also sit in on court hearings and observe the legal end of social work. The courthouse and prison are within walking distance of the agency and often incarcerated parents are visited at the prison. A variety of meetings take place at the Government Center; they can be those for all of Children and Youth or meetings just within your unit.

There are often seminars or lectures presented by members of an agency the OCYS works with, such as those who deal with addiction and recovery or drug testing. In addition, when in the office, an intern might help file paperwork in preparation for a hearing or meeting with a lawyer, make phone calls to schools, clients, or other agencies, and help fill out paperwork.

An internship with Children and Youth exposes you to a variety of different people, situations, and agencies. Many psychological concepts can be found within the work you do or the people you meet. Substance abuse and addiction, as well as mental health are prominent within the cases and directly relate back to many principles of psychology.



Lehigh Valley Children's Centers, Inc.
1501 Lehigh Street, #208
Allentown, PA 18103
610-820-5333
www.lvcconline.org

Contact Lauren Callahan at the number above for more information about internship opportunities.

The Campus Center North is one of the smaller divisions of Lehigh Valley Child Care. The Center is designed for children aged six weeks to kindergarten. There are four classrooms: infants, toddlers, preschool ages 3-4 yrs., and preschool ages 4-kindergarten. The infant and toddler groups each have two teachers at all times. The preschool groups each have one teacher.

An intern's duties vary according to the time of day he or she is available. The morning is the most active time of day for the children. During this time an intern can help teach the preschoolers or toddlers, feed the infants, and observe and participate in constructive play activities with the children. The afternoons are nap time so there is little opportunity for interaction with the children. The teachers are very flexible. They basically allow the intern to create his or her own internship without any set guidelines on what he or she must do. Interns are encouraged to interact with the children as much as possible and to design and implement any activities they would like to try with the children.



Lehigh Valley Health Network/Jefferson - Internships

888-402-LVHN

www.lvhn.org/education/college_programs

Go to www.lvhn.org/education, then scroll down the page and click on College Programs for more information on internship opportunities. In the past, students have worked as interns in Human Resources, Employee Health, and Adolescent Transitions, just to name a few.

You can also go to www.lvhn.org/careers/student-career-opportunities To see what's available for paid positions, as well as going to the career page and scrolling to the bottom for information on upcoming hiring events.

Lehigh Valley Health Network/Jefferson - Research Scholars

888-402-LVHN

www.lvhn.org/education/college_programs/research-scholar-program

Please contact Jeanne Reilly at Jeanne.Reilly@lvhn.org with any questions about this program. Be aware, the 2024 application portal is closed.

This program spans eight weeks and is coordinated by the Department of Education. Research or quality improvement projects, submitted by LVHN departments, allow students to make the link between their academic preparation and the world of work. Eligible applicants are students currently enrolled in a post-secondary education program. Scholars must be rising sophomores, juniors or seniors in college who have completed their first year of college but not yet started their senior year. Please see the [Frequently Asked Questions](#) page in the website for additional information.



Proudly Part of Jefferson Health

Northampton County Adult Probation and Parole Department
105 S. Union Street #1
Easton, PA 18042
610-829-6800
www.nccpa.org/adult-probation

Contact Chief Paul Singley, Adult Probation Officer, at the number listed above.

Probation officers deal with things such as intensive supervision (high risk offenders, ex: sex offenders), parole, community work service, GPS, and ARD. The main goal of the NCAP is to produce law abiding citizens.

During my time at the Northampton County Adult Probation and Parole Department I did much observing as well as hands on work. I did paperwork and even conducted office visits. I was in the office as well as the courtroom for probation violations. I even went out for field visits to defendants' homes and wore a bulletproof vest. I had observed Presentence Investigations in the interview process. I had also been present for Administrative Meetings between probation officers, defendants, and chief probation officers and witnessed offenders be detained on the spot. There was much that I saw and experienced during my time at NCAP. My experience was much like training, as if I was being prepared to become another one of the probation officers. I enjoyed my experience there and my field supervisor and the other probation officers were very pleasant to work with.



Northampton County Area Agency on Aging
2801 Emrick Boulevard
Bethlehem, PA 18020
610-829-4540
www.norcopa.gov/area-agency-on-aging

Contact the Area Agency on Aging at 610-829-4540 ask for Director Lori Stanton Laney.

The area agency on aging tries to enhance the life of the elderly by providing the services they may need. The purpose of the agency is to coordinate the provision of the services to the elderly of Northampton County. These services are delivered directly by purchase of services from a community agency or by cooperative arrangement designed to enhance the independence and dignity of the elderly and to provide protection to them as necessary. The area agency on aging serves all residents of the area who are 60 years old or older.

An intern will gain an overall view of the services available to elderly people in the Lehigh Valley and in all likelihood will become directly involved in the Senior Center of Easton, counseling one-on-one in elderly homes, and in the adult daycare program in Easton. The intern may also come in contact with Meals-on-Wheels, Foster Care Programs, and Alzheimer's Support Groups.



Olympus Corporation of America
3500 Corporate Parkway
Center Valley, PA 18034
484-896-5000
www.olympusamerica.com

Go to www.olympusamerica.com, click on Careers and scroll down to Early Talent. Then choose the Student option for information on jobs and internship opportunities.

Oasis Community Center
3410 Bath Pike
Bethlehem, PA 18017
484-747-6825
<https://oasisbethlehem.org>

Contact Rhonda Miller, the Founder and Executive Director of the center for more information. She can be reached at the number listed above.

Through compassion and understanding of the family disease of addiction, the OASIS COMMUNITY CENTER provides education, support, comfort and healing to people who have experienced a substance-related loss, as well as families and friends impacted by a loved one's active substance use.

We do so with the understanding that the effects of a loved one's substance use disorder can cause trauma. At OASIS, our staff practices a trauma-informed care (tic) approach which emphasizes safety, collaboration, and compassion.



Parkland School District
1210 Springhouse Road
Allentown, PA 18104
610-351-5555
www.parklandsd.org

Contact Matthew Carlson, Director of Student Services, at the number above or email him at carlsonm@parklandsd.org for more information.

Parkland High School is a public school located in Allentown, PA. It is one of the largest schools in the area and is known for its superiority in academics. Eric Roberts is a school counselor and school psychologist to the Emotional Support Students, Lifeskills Students, as well as the Cyber School Students. He also coordinates all activities in the College and Career Resource Room, is the co-chair of the Lehigh County Career Education Committee, and supervises all standardized testing at Parkland High School. Interns have the opportunity to observe Eric throughout the semester and work hands-on with many different activities. Eric builds a caseload for his interns and sets up weekly meetings with interns and students in the emotional support classes for one-on-one counseling. They also observe different classes in the school such as the Life Skills students, and those students with learning disabilities. Along with observing different classes, interns also observe different meetings Eric attends throughout the semester and have the opportunity to learn many things from him and leave the experience with a great understanding of what it takes to be a successful school counselor.

St. Luke's University Health Network - Temple Medical School
827 N. Bishopthorpe Street
Bethlehem, PA 18015
484-526-3715
www.slhn.org

Go to the above website and click Careers, then scroll down and choose the icon for Student & Training Programs. From here, navigate to Student & Career Paths, and click on Contact Us. You can request more information on internship opportunities through this contact form ONLY - they do not accept inquiries by phone.

Turning Point of the Lehigh Valley
444 E. Susquehanna Street
Allentown, PA 18103
610-437-3369
www.turningpointlv.org

Go to www.turningpointlv.org, then hover over the icon for Get Involved. Scroll down and click the Internships tab for more information on internship opportunities.

I conducted my field study at Turning Point of Lehigh Valley. I spent my time at both shelters within the Lehigh Valley. These locations house women and their children who are victims of domestic violence. This is a very hands-on study and clients are at these locations 24 hours a day, 7 days a week. Not only are these shelters a place of business, counseling, and advocacy, they are also homes to women and children who are in need of a safe living environment. Duties Performed: This field study required the willingness to learn how to operate the shelter and assist with office tasks. Not only is there client interaction between both residents and counseling clients, hotline calls are a valuable tool that helps the interns gain knowledge into personal accounts of domestic violence and teaches interns how to react to situations and proper protocol taken when dealing with a woman in need of shelter. Other client interaction is found in case management, shelter intakes, and exit interviews. Other duties performed include setting up rooms for new residents, answering phone calls, unlocking front and shelter doors for clients, and entering tasks into their database.



Valley Youth House - All Programs
3400 High Point Boulevard
Bethlehem, PA 18017
610-295-8136
www.valleyyouthhouse.org

Contact the Associate Director of Training and Talent, Shelby Krupka, at the phone number above, or email her at skrupka@valleyyouthhouse.org.

Valley Youth House (VYH) was founded in 1973 as a private non-profit agency initially to respond to the problem of runaway youth in the Lehigh Valley. Presently with over 15 locations, VYH has grown to be one of the top ten largest agencies in the country that offers a wide range of services to troubled children, adolescents, and their families. Their target population comprises individuals of all different ethnic backgrounds and socio-economic levels, particularly those from birth to 17 years of age that includes the family interaction within the home. The mission of VYH is to provide prevention and intervention services, counseling, life skills and behavioral health services to abused, neglected, and homeless youth and their families. The programs foster positive growth enabling at risk youth and their families to become healthy, productive, responsible members of the community. It is important to value a child first and foremost and be an advocate in their struggle to be a productive member of society for the future. The work of VYH is to serve the best interest of the child and preserve the family ties as close as possible for their benefit where VYH believes it is better to prevent child and family problems than to treat them. Since VYH provides complete services to the community, there are over 14 programs a student can apply for that he/she believes will represent the interests and plans for the future regarding their educational needs. VYH clearly states the purpose of the student internship program is to provide a positive learning experience for aspiring professionals in the mental health and social service field and to assist VYH in their goal of providing services to the youth of the community and their families.

Some areas of site study in the past include Child Mentoring, The Independent Living Program, and the PATHS program for pre-adolescent boys.

VIA of the Lehigh Valley
336 W. Spruce Street
Bethlehem, PA 18018
610-317-8000
www.vianet.org

Go to www.vianet.org and click on Careers. Then scroll down, and you will see the contact information. You can speak with Kat Spilman, Human Resources Manager, by calling the number above and choosing extension 492, or by emailing her at K.Spilman@ViaNet.org.

YWCA of Bethlehem
3895 Adler Place, #180
Bethlehem, PA 18017
610-768-4669
www.ywcabethlehem.org

Contact Kathy Cruz, Development Director, at the number listed above, or email her at developmentdirector@ywcabethlehem.org.

At the YWCA of Bethlehem I have had the privilege to experience work in the non-profit sector. As an intern I have been doubly assigned to the tasks of grant writing, as well as occupying the position of assistant coordinator to the TechGYRLS program. For the first half of the semester in my field study I was assigned to market TechGYRLS at Marvine Elementary. This opportunity provided me with the challenge of increasing TechGYRLS' participation rates, wherein, in the previous year, there was virtually no enrollment in TechGYRLS. Following the promotion of the program at Marvine I was involved in making recommendations for the revisions in the curriculum for the academic year 2009-2010. I have also been responsible for implementing the TechGYRLS program at Marvine Elementary which meets Monday and Wednesdays from 3:00-4:30 pm. During the fall semester, the program runs for seven weeks total, and in the spring runs for an additional seven weeks. In addition to the time spent implementing TechGYRLS I work approximately eight hours per week in the office.

During the second phase of my field study I became involved in the grant writing process. Before I was able to begin writing I was responsible for doing extensive research on what grants our program would prove eligible. My first writing inquiry however was an inquiry to Lego in which we requested a product donation for the robotics segment of the TechGYRLS program. I completed a draft for the Iron Pigs Grant, which nominates a non-profit organization in the Lehigh Valley Area to receive a five-thousand dollar award. I am currently working on an inquiry for a Sony grant application.

On certain days my tasks may include prepping mail, photo-copying, preparing packets, organizing TechGYRLS materials and participating in the implementation of undertakings outside of TechGYRLS such as Neighbor to Neighbor. This field study has not only been rewarding in that I have had an opportunity to connect with staff and TechGYRLS, but has also been an opportunity to explore my outlook on work, including my strengths and weaknesses. I recommend this internship for any student who is looking to explore their capabilities; even for those students who may not intend to pursue a career in the non-profit sector.

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Bethlehem**