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**DEPARTMENT OF PSYCHOLOGY**

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[www.sonoma.edu/psychology/internships](http://www.sonoma.edu/psychology/internships)

Dear \_\_\_\_\_,

Thank you very much for supervising \_\_\_\_\_  
as an intern at your agency. I hope this partnership is beneficial for all involved.

As an on-site supervisor for the course, Psych. 499, Psychology Internship, there are six things we ask of you:

1. Complete **Part A** of the Sonoma State University **Internship Agreement** with your intern, and **sign** it in the two places indicated. (Intern will bring in this form.)
2. Provide regular **supervision** and necessary **training** for the intern to be an effective member of your team. We suggest weekly individual or team supervision.
3. Provide **psychology-focused experience** such as human-service tasks, observation, reading, writing, training. Please keep routine administrative tasks to a minimum.
4. Sign your intern's SSU **Time Log** at the end of the semester, in order to verify the number of hours worked.
5. Complete a brief **Evaluation** of your intern mid-semester, and use it to discuss strengths, concerns and projects; submit a second **Evaluation Form** at the end of the semester.
6. Write an **evaluation of your intern on your letterhead** stationery at the end of the semester. This may either be a brief statement that she or he completed the work, or it may be a "To Whom It May Concern" letter of recommendation, which your intern may then use in future employment or education application materials.

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

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

- Provide a **flier** for posting on the Psychology Internship bulletin board. This will be updated annually unless you send a replacement flier sooner.
- Be listed in our on-line **database**. We update this annually. Contact me for details.
- Contact our **Career Resource Center** at (707) 664-2169 for inclusion in their general SSU Internship Binders.

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

Please feel free to contact me at (707) 664-2402, or <[lorna.catford@sonoma.edu](mailto:lorna.catford@sonoma.edu)> if you have any questions or concerns about your intern or our Internship Program.

Warmly,

*Lorna Catford*

Lorna Catford PhD, Internship Coordinator  
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