

Department of Psychology
Priscilla Payne Hurd Academic Campus
Bethlehem, PA 18018

Psychology Department

2016-2017 Handbook

Internship Sites



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 an alphabetical listing of internship placements.

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 one's major advisor. Good luck with the process. I hope that you find the handbook helpful!

Psychology Department of Moravian College 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 first hand exposure to a possible career, and provides for the possibility of an exciting tutorial 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 insure 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 coursework which the faculty coordinator judges to be prerequisite to the internship experience as proposed.

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

At mid-semester, the faculty member will meet with the internship supervisor and the student to evaluate the learning experience, informally review the student's evaluation form, and make appropriate improvements in the internship. For new placements (first experience for the agency *or* for the faculty coordinator with that agency) is expected that an earlier visit is to be made to clarify the goals of the internship program with the agency and to consult with all concerned as to what will constitute the final contract.

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 the faculty coordinator. It is the responsibility of the faculty coordinator to determine the final grade. If requested by the internship supervisor, copies of any final grade, projects, experiments, etc. will be provided to him/her.

DEPARTMENT OF PSYCHOLOGY

I. Procedures for the semester PRIOR TO the internship.

- () 1. Students consult with their major advisor or any other member of the staff to discuss and explore possible topics and sites for internship projects.
- () 2. a. The student submits a completed Internship Application to both the faculty advisor and the internship site coordinator.

b. At the time of formal registration for courses students select Psychology 386-8, have the selection initialed by the assigned faculty coordinator, and complete registration with their faculty (major) advisor. Be sure to consider the seminar meeting time when choosing your other classes.

II. Procedures for the semester CONCURRENT with the internship.

- () 1. No later than the third week of the semester, the student completes the Internship Contract, obtains the signature of the internship supervisor, the faculty coordinator, and, finally, the department Chair. Copies of the final contract are distributed to each by the student.
- () 2. Students will be required to complete written assignments, as directed by the Department Internship Coordinator.
- () 3. If this is a new internship site for the department, an on-site visit by the faculty coordinator may be arranged and conducted during the first

week or two of the semester.

- () 4. At approximately mid-semester an on-site visit will be made by the faculty coordinator.
- () 5. Several weeks prior to the end of the term in which the internship is conducted the Dean will forward a copy of the On-Site Supervisor's Evaluation to the faculty coordinator who, in turn, forwards it to the internship supervisor.
- () 6. The internship supervisor returns the evaluation to the faculty coordinator.
- () 7. At the end of the term the student receives from and returns to the Academic Dean an Internship Evaluation form.

- () 8. 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, a short description of the site and an intern's typical responsibilities is forwarded to the Psychology Department secretary in order to keep this handbook current.

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ARTSQUEST Human Resources Internship

**Contact: Adam Lattimore, Volunteer and Internship Programs Coordinator.
alattimore@artsquest.org phone: 610-332-1370**

Coordination of the Spring, Summer or Fall Internship Programs

Tasks include:

- 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 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 meeting when available

Center for Humanistic Change

This organization is a prevention agency, primarily funded by local Drug and Alcohol 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.

**The Center For Humanistic
Change 2200 Avenue A, Suite 106
Bethlehem, PA 18017
(484) 821-0375
www.thehc.org**

Children's Home of Easton

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.

Children's Home of Easton

2000 S 25th Street

Easton, PA 18042

Contact Number: 610-258-2831

www.thechildrenshome.org

Composed by Samantha Kozza

Community Services for Children

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 trainings 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 Services for Children, Inc. is a private, non-profit organization in Allentown, PA. CSC has 300 employees, and provides a variety of services and programs to children, families, childcare professionals, employers, and educators. Its mission is to “prepare children and their families to succeed in learning and in life.” Located

on the grounds of the Allentown State Hospital, the Donley Children's Campus houses the administrative staff, four Head Start model classrooms, the Lehigh County Subsidized Child Care Program, Safe Start Program (a day nursery for severely abused or drug impacted babies), The Family Library, and the Training Institute, which offers educational programs in early childhood to professionals, staff, educators, parents, and students from the community.

CSC is the only provider of Head Start services in the Lehigh Valley, operating 40 classrooms throughout the Lehigh Valley, serving over 1,200 low-income children and their families. In addition, CSC operates six PreK Counts classrooms in Allentown and Easton, serving an additional 120 preschool children.

CSC also operates the Early Head Start program in various locations throughout Lehigh and Northampton counties, serving pregnant families and children to age 5. These programs have home based and center based, part or full year programs for children and families.

Parenting Education programs are provided in partnership with both counties.

The Child Care Division offers childcare resources and referral services for professionals and families in the Northeast Region of PA. CSC is also the Child Care Resource Developer for the Northeast Region's Keystone STARS Program, offering grant programs, training and technical assistance to improve the quality and accessibility of childcare in the 15 counties of northeastern PA.

Contact Info:

Sue Cimerola, HR Recruiting Coordinator

610-437-6000 Ext. 3432

scimerola@cscinc.org

Composed by Michelle Hale S-08

Crime Victims Council (Rape Crisis Council)

This council serves as a victim advocate to accompany victims 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.

**Crime Victims Council of the Lehigh
Valley 801 Hamilton Street, Suite 300
Allentown, PA 18101
(610) 437-6610
www.cvdv.org**

George Wolf Elementary School

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.

Northampton Area School District
2014 Laubach Avenue
Northampton, PA 18067
(610) 262-7811
www.northampton.k12.pa.us/

Good Shepherd-Work Services Department

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 person 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.

Contact: Cheryl Garr, Director of Vocational Services Good Shepherd Work Services
1901 Lehigh Street
Allentown, PA 18103
(610) 776-8350
<http://www.goodshepherdrehab.org/work-services>

Composed by Matthew Bednarick

Haven House: Psychiatric Rehabilitation Services

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, intern 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.

Contact: Virginia Wilson is the Director of PRS and in addition supervises the interns.

Located on Allentown State Hospital's Campus at:

1530 Hanover Avenue

Allentown, Pa 18109

Phone: 610-433-6181

Composed by: Lisa Cimino

Head Start of the Lehigh Valley (aka Community Services for Children)

The focus of the Head Start program is to educate children in a system of becoming self-sufficient, interested in learning and self-confident.

An intern typically will work on a one-to-one basis with Head Start children, plan and implement programs, participate in joint planning sessions, assist in classroom preparation of the environment, and assist the regular teacher in regular classroom activities. The programs focus would be most beneficial to students primarily interested in education and teaching.

**Head Start of the Lehigh
Valley 1520 Hanover Avenue
Allentown, PA 18109
(610) 437-6000
<http://www.cscinc.org/>**

afeidler@cscinc.org

Hopewell Elementary School

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.

Southern Lehigh School
District 5775 Main Street
Center Valley, PA
18034 (610) 282-3121
www.slsd.org

The Impact Project

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.

Contact information:

Courtney Wagaman

Phone: 610-820- 9954

407 Chestnut Street, Emmaus, PA 18049

In Order Home and Personal Organizing

In Order Home and Personal Organizing is located in Easton, PA. The owner, Chris Fairchild, started his business in January of 2006. In Order is a full service organizing business that assists Lehigh Valley and Bucks County individuals and families with their home, business, and personal life. Some of his specialties include organizing calendars, computer files, documents, events, exercise programs, homes or rooms, memorabilia and photographs, time, and thoughts. His mission is to assist people in creating a functional and enjoyable life that works well for them, while maintaining peace of mind. Organizing is not about perfection, it is about reducing stress and freeing up time and energy for the important things in life.

My field study at In Order Home & Personal Organizing was truly one of the greatest educational experiences of my college career. I learned everything from running a small business to techniques on organizing. Chris Fairchild and I worked one on one the entire semester. Along with having meetings twice a week at his home, I worked independently researching and implementing marketing strategies including writing a press release and suggesting ways to improve the quality of his website. I also had the opportunity to get hands-on familiarity by assisting Chris at some of his

client's houses. Some other aspects of my field study include designing room plans using online software and brainstorming ideas to enhance business offerings. I know I feel confident in myself that if I ever wanted to start my own Professional Organizing business I would know how to do it.

Contact Info: In Order Home and Personal Organizing
<http://inorder2organize.com/>

Composed by: Alison Burke

KidsPeace of Bethlehem and Fogelsville

Residential Treatment Program:

KidsPeace is a social service placement organization that aids in treating kids who are mentally as well as physically handicapped. The services provide the care and the structure needed in a child's life that they often do not get in the families that they come from.

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.

Residential Admissions Department:

For over a century, KidsPeace has designed its services to meet the specific needs of socially and emotionally disturbed children and their families. KidsPeace accepts clients for residential treatment who need a highly structured therapeutic environment, and who are able to participate in the treatment process. The admissions department is responsible for keeping the 476-bed facility at optimal occupancy levels.

An intern with the residential admissions 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 Admissions 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.

KidsPeace
Human Resource Department
4085 Independence Drive
Schnecksville, PA 18078 www.kidspeace.org
scott.schwartz@kidspeace.org

Lehigh County Office of Children and Youth Services

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 intern, 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 such as those for all of Children and Youth or 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.

Contact Information

Valerie Rode

Training Specialist

<mailto:valerierode@lehighcounty.org>

Lehigh County Probation Office

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 reentry services for the offenders returning to the community after a period of incarceration. These are the most difficult cases.

Contact Information:

**Lehigh County Juvenile Probation
Department Lehigh County Courthouse
455 West Hamilton Street
Allentown, PA 18101-1614**



Lehigh Valley Child Care: Campus Center North

The Campus Center North is one of the smaller divisions of Lehigh Valley Child Care. The Center is designed for children age 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.

**Human Resources Department
Lehigh Valley Children's Centers,
Inc. 1501 Lehigh Street, Suite 208
Allentown, PA 18103
610-820-5333
www.lvchildcare.org**



Lehigh Valley Child Care: Campus Center

Lehigh Valley Campus Center is a day care center for nearly 200 children between the ages of 6 weeks and 6 years. The center's building has

seven classrooms in which the children are divided according to age. The first floor houses the children up to 3 years of age and the second and third floors house the children 3 to 6 years of age. The Campus Center also has a morning and afternoon kindergarten.

An intern typically is asked to observe the children of various different ages and capabilities and then serve as an aide in a particular room.

Responsibilities as an aide would include interacting with the children, helping out staff with children as needed and one-to-one interacting with a child to achieve specific identified goals.

Human Resources Department

Lehigh Valley Children's Centers, Inc.

1501 Lehigh Street, Suite 208

Allentown, PA 18103

610-820-5333

www.lvchildcare.org



Lehigh Valley Hospital: Adolescent Transitions

Adolescent Transitions is a “partial hospitalization” program. It is designed for young people making the shift out of the hospital, or for those who do not need an overnight hospital program but still need very structured care. Being hospital-based, Transitions is more intensive, medically-focused and a short term program. The first step is to thoroughly evaluate and stabilize their condition. Then, we develop a personalized treatment plan, working closely with the client’s own psychiatrist or therapist. After they leave our program, many of our young clients go into school-based programs or outpatient counseling as the final phase of their treatment.

Interns Responsibilities at Adolescent Transitions:

As an intern at Adolescent Transitions, you are encouraged to learn as much as possible and seize the great opportunities that lie before you at

this program. The staff encourages the interns to sit in on daily group therapy sessions, family meetings, and also individual therapy sessions with the patients. As an intern, you will be taught how to administer intakes of new patients and increase your interviewing skills. You will also be taught how to document the progress of the patients using hospital protocol. Interns are also encouraged to be motivated and make their own professional connections with the patients by talking and interacting with them.

Contact: Nicholas Jupina, LCSW, Intern Coordinator – 610-821-2030
Lehigh Valley Health Network
Human Resource Department
1249 S. Cedar Crest Blvd.
Allentown, PA 18105
www.lvhn.org



Lehigh Valley Hospital Cedar Crest: Employee Health Department

Even though Lehigh Valley Hospital Cedar Crest is very large and at first sight overwhelming the Employee Health department is not. Employee health plays an important role in the health and well-being of the employees. For all the work and files that they have their office does not account for it. I worked in the extra exam room that they used for files and whatever else that needed storing. It did not have a computer, so I would have to wait until 11:00am when the doctor left to use that computer in that room. Towards the end they got a laptop so I was able to use that. It was hard to accommodate in the office, but I completely understood and was flexible when needed.

My experience in the Employee Health department was very self-rewarding. I was given a problem with one of the departments that needed to be assessed and fixed. My supervisor told me I was to write up a plan on how to fix this problem. This project allowed me to conduct interviews with professionals, job shadow an employee, create and administer a survey, then collect and analyze data. Finally, I created a plan that not only can be used for this department but others also. I was always very interested in work-related injuries, and this field study allowed me to explore my interests and put them to good use. Even though I enjoyed the experience it was a lot of hard work that

required me to break out of my shell. I thought it was very interesting how I was able to apply what I learned in class to a real life situation. Everyone in the office was so nice and willing to help me at any time—I enjoyed working with them.

Contact Info:

Lehigh Valley Health Network Human Resource Department
1249 S. Cedar Crest Blvd.
Allentown, PA 18105
www.lvhn.org



Lehigh Valley Hospital: Human Resource Department

My internship this semester was completed at Lehigh Valley Hospital in the Human Resources Department. The Human Resources department is in a separate building from the main Hospital, located at 1249 S. Cedar Crest Boulevard in Allentown, PA. The motto of this department states:

“The Human Resources department is a trusted team of people who provide high level customer services and promote /support change while balancing the needs of the individual and the business needs of the network.”

The Human Resources department at LVH provides a close and caring community of people that provide a comforting atmosphere for an intern to work in. They provide services to employees and patients at the hospital, including payroll, benefits, and career services. There is much interaction daily among employees in the HR department, who are readily and willingly available to help new interns in the office.

While I fulfilled my internship at LVH, I was given specific goals and objectives to reach by the end of the semester. I worked on several projects assigned to me, doing mostly independent research and work. The general objectives during my time at LVH were to develop a funding program for employees at the hospital facing financial crises that will not only aid the employee financially but increase employee satisfaction and retention. Another objective was to perform a data analysis of adverse impact and the four- fifths rule in testing and hiring practices to ensure that

the practices in place are EEOC compliant. The third objective that I was to complete in my internship time was to research random drug testing versus new hire testing and acquire a cost/benefit analysis of the information found. The nature of the projects assigned to interns in the HR department will vary according to the needs of the organization at the given time.

For further information on internship opportunities in the HR department at Lehigh Valley Hospital, please visit the LVH's home website at www.lvhn.org. Click on the education tab on the upper right hand side of the page then scroll down to the link for college students. The first link that will then pop up is for research scholars which will show you the different available opportunities for internships at the hospital.

Contact Info:

Lehigh Valley Health Network, Human Resource Department 1249 S.

Cedar Crest Blvd.

Allentown, PA 18105

www.lvh.org

Lincoln Elementary School Guidance Counseling

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.

**Contact Info: Peggy Coppozolo- 610-866-8727 Lincoln
Elementary School
1260 Gresham Street
Bethlehem, PA 18017**

Composed by Sherry Litzenberger

Northampton County Adult Probation and Parole Department

The Northampton County Adult Probation and Parole Department is a service in the county that is meant to keep our community safe by supervising offenders. The office is located in Easton, PA and currently employs 19 probation officers. These officers include a chief, deputy chief, and probation II officers that 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 a 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.

Contact

Information: Marie

Bartosh

Phone number: 610-559-6800

Criminal Administrative

Building 1055 Union Street

Easton, PA 18042

Northampton County Area Agency on Aging

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.

**Northampton County Area Agency on
Aging Administrative/Easton Office
Governor Wolf
Building 45 North
Second Street Easton,
PA 18042-7740
(610) 559-3245**

Parkland High School

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, supervises all standardized testing at Parkland High School including the PSSA's, SAT's and advanced placement testing along with coordinating the Parkland High School Crisis Intervention Team.

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 Lifeskills students, and those students with learning disabilities. Along with observing different

classes, interns also observe many 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.

Contact

Information: Eric

Roberts

610 351-5600

Pennsylvania Diversity Network

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, who is the Executive Director. In addition, the PDN also produces the “Valley Gay Press”, a LGBT newspaper composed of gay news, calendars, and opinion pieces. The Pennsylvania Diversity Network has the largest LGBT website in the state, and also runs a 24-hour info-line.

An intern at the PDN will work closely with Liz Bradbury, 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 LGBT 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.

Liz Bradbury speaks about different LGBT 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.

Contact Information:
Liz Bradbury, Executive
Director Phone: (610) 432-5449
E-mail: info@padiversity.org

Composed by Jonna Finocchio

Planned Parenthood

Planned Parenthood is a nationally recognized non-profit organization that runs clinics that provide medical, birth control and counseling services to all women who wish it on a sliding fee basis.

A student intern will go through a 6-week counselor/training program and from that point on would serve as an intern counselor at either the Bethlehem or Easton Clinic. The intern's duties would include counseling, education and basic health checks. Given the extensive training, Planned Parenthood's preference would be that a student makes a full year commitment to the organization.

Planned Parenthood of Northeast and Mid-Penn

PO Box 813

Trexlerstown, Pennsylvania 18087

P: 610-481-0481

<http://planitpa.org/>

Pointe North Psychology Group

Pointe North Psychology Group is a private practice located in Bethlehem, PA. Their practice provides assessments, diagnostic evaluations, and treatments for children, adolescents, and adults. The practice is comprised of three women; Julie Eichman, Ed.S, Michelle Koch, Ed.S, and Dr. Jill Fuini, Ph.D. Julie Eichman is a licensed psychologist, a nationally certified school psychologist, and is board certified in EEG biofeedback. She combines talk therapy with biofeedback therapy to treat adolescents who suffer from a variety of learning disabilities and disorders. She specializes in evaluations, consultations, and treatments of various anxiety disorders. Michelle Koch is a certified school psychologist and is also board certified in EEG biofeedback.

She combines talk therapy with biofeedback therapy to treat children and adolescents. She also conducts social skill groups throughout the year. Dr. Jill Fuini is a licensed psychologist. She conducts talk therapy sessions with adolescents and adults. She also conducts social skills groups with teenagers.

At Pointe North Psychology Group I performed a variety of tasks. I often helped to hook up children to biofeedback therapy devices. I attached the sensors to their scalps and set up the computer programs. I assisted Julie and Michelle with reading assessments and analyzing brainwave data. Additionally, I sat in on individual and group therapy sessions. Aside from assisting with counseling, I helped perform clerical work in the office. I assisted with typing up reports, mailing out patient's bills, and verifying and filing insurance claims.

Contact Information:

Julie Eichman, Ed.S.

Phone 610-866-2020

Location: 54 South Commerce Way Suite 100 Bethlehem, PA 18017

<http://www.pointenorthpsychologygroup.com/>

Composed by Katie Schaffer

Turning Point

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 the 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 ALICE (database).

Contact Information:
**Stephanie Wodyka (Shelter
Manager) Turning Point of Lehigh
Valley, Inc.**
Human Resources
444 E. Susquehanna
St. Allentown, PA
18103
610 867-6477
<http://www.turningpointlv.org/>

Valley Youth House

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 background 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.

One of the areas a student can be placed into is the Child Mentor Program. The child mentoring program began in 2000 in order to provide one-on-one behavioral/emotional support for children and adolescents up to 18 years of age. The interaction between the mentor and client is organized by having a certain amount of hours to complete per term or week (depending on the client) and is spent by having quality time doing positive activities within the community and VYH events. This also provides consistent interface between the mentor and the client's family with each visit in their home setting. The goal as a child mentor is to help the client develop social skills, nurture self-

esteem, and encourage recreation. This program provides services to those in the child welfare system, day-care setting, and mental health system.

Authored By: Kayla Petronella

Approved by:

Marcella Kraybill-Greggo, Internship Supervisor

This is what all the interns received at the beginning of the semester that includes what the interns should have completed :

Your Child Mentoring Internship hours will include:

1. 4-5 hours a week of service provision for each at-risk youth or a child diagnosed with autism in the community or daycare setting. You will be able to service as many youth as your internship hours allow.
2. Timely and accurate documentation of services.
3. Planning and coordinating Tuesday/Wednesday night group activities for young people, providing a structured environment where youth can increase their social skills.
4. Supervision of interns happens weekly (1.5 hours) in a group setting with other undergraduate interns.

Along with your regular Child Mentoring opportunities, the following are other internship opportunities at our agency to enhance your internship experience:

1. To interview 1-2 Valley Youth House employees of your choice to ask about their professional experience/role.
2. To work 4-8 hour shift at the Bethlehem Shelter—call Alison LoPresti at 610-691-1200 to RSVP.
3. To attend a Psychodrama class at our Bethlehem Shelter (1st and 3rd Monday mornings, 9:30-11:30); Call Kathy at 610-691-1200 to RSVP.

To write a reflective essay at the end of the internship

- a. Now that you have been a Mentor for a semester, how would you define an ideal Mentor?
- b. What have you learned about yourself from this internship?
- c. What one thing would you want to say to a new Valley Youth House Child Mentor Intern? Thanks in advance for all the energy, enthusiasm and great ideas you will bring to our Child Mentoring Program!

Valley Youth House: Independent Living Program

Valley Youth House/Independent Living Program/Transitional Living Program/Outpatient Program for Adolescent Life-Skills

This program consists of seven residential sites located throughout the Lehigh Valley. East site provides housing, basic necessities, and counseling for three to five older adolescents ages 16-20. The primary focus is on assisting these young people to moving to independence through developing life skills such as communication, problem solving, and decision making. The Outclient Program for Adolescent Life Skills assists youth currently in foster care in transitioning to adulthood.

The intern duties include: administering client intakes, assist in developing individual goal plans for clients, assist in administering client assessment tools, teaching life skills, running a weekly group, transporting clients as necessary, providing transitional services to clients, acting as a liaison to a

youth's employer and appropriate school counselor as necessary, and the complete administrative paperwork.

Independent Living Office

44 E. Broad Street, Suite

30

Bethlehem, PA 18018

610-317-0721

<http://www.valleyyouthhouse.org/Programs-Valley-Youth-House.html>

Valley Youth House: PATHS Program

The PATHS program is a pre-adolescent treatment program. It is a community based residential program designed for boys between the ages of seven and twelve. The boys in this program have been removed from their previous living situation because of sexually reactive or inappropriate behaviors. This program provides a safe rehabilitation center that focuses on changing behaviors, and developing positive coping mechanisms.

Internship Responsibilities at PATHS:

I performed a variety of activities at my time at the PATHS program, including observing group counseling sessions with each of the clients. I was encouraged to hold group counseling sessions for the boys once a week, in which I usually devised some sort of an activity based on healthy coping mechanisms and expression of feelings. As an intern, I was allowed to sit in on ISPTM meetings, which are meetings that occur one a month for each client. The clients school guidance counselor, probation officer, PATHS counselor, PATHS director, and family attends these meetings, and the client's behavior progress is discussed in terms of his offense, and current rehabilitation plan. Interns are encouraged to build professional relationships with the boys by interacting with them outside of counseling, and building mutual respect and trust.

Contact: Internship Coordinator: Natalie Bojko (610) 432-6481 or

nbojko@valleyyouthhouse.org

PATHS

1185 Mosser Road

Breinigsville, PA 18031

Composed by Colleen Siti

Valley Youth House: Street Outreach Program

Background Information:

The Street Outreach Program at the Valley Youth House is a twelve bed facility for runaway, throwaway, homeless, troubled, or abused teenagers ages 12-17. The Street Outreach Program also has a hotline for emergency services when needed and is staffed 24 hours a day. This organization provides training and programs on homelessness and gangs to local schools and clubs. This program also provides food, clothing, counseling, and makes referrals to various people, agencies and shelters. The youth receive crisis intervention, counseling, shelter, life skills, education, and recreation. Counseling attempt to resolve the crisis that precipitated the reason for the youth's need to reside at the Valley Youth House Counselors than attempt to find safe, long term , living situations for the youth.

My Personal Experiences:

My internship at the Valley Youth House was extremely hands on and involved no set schedule. I helped to counsel the children residing at this organization along with simply talking or hanging out with them. I also made power point presentations in reference to drugs and gangs. I made weekly visits to a middle school and worked as a group leader for 7th and 8th graders. I also hung up flyers to advertise the organization and patrolled through Allentown, Easton, and Bethlehem, so I could become more familiar with the communal environment. I delivered food, clothing, and made presentations at The Boxing Club in Bethlehem and The Boys and Girls Club in Allentown.

Furthermore, I was involved with office work and took many hotline calls which helped me to gain a better understanding of the various people that need assistance in these areas and the way the Valley Youth House is organized and run.

**Contact Info: Wesley Johnson –
Coordinator 610-691-1200
www.vysop@hotmail.com
539 Eighth Avenue
Bethlehem, PA 18018**

William Penn Elementary School Guidance Counseling

William Penn Elementary School is one of 16 elementary schools in Bethlehem Area School District. It is an urban public school that serves students in grades K-5. There is a lot of diversity in the student population. A majority of the students come from economically disadvantaged families with more than half of the students eligible for free or reduced lunch. This school also has a high transient population.

In my field study I actively participated in the guidance office at William Penn Elementary. Throughout this experience I observed the guidance counselor during counseling sessions with students and eventually worked individually with students. I assisted in teaching classroom lessons about communication, listening skills, cooperation, and behavior. I attended team meetings and IST meetings with the teachers, the principal, and family members. I gained a lot knowledge about the role of a guidance counselor in the elementary schools. I learned skills that allowed me to employ the appropriate techniques and strategies in various counseling settings and issues. In addition, I gained knowledge of the ways education and psychology can successfully help at- risk students to reach their fullest potential.

Contact information:

Jonathan DeRaymond
Phone number: (610) 694-0116
E-mail:
jderaymond@bethsd.org

Composed by Jasmine DeFranco

YWCA

At the YWCA of Bethlehem I have had the privilege to experience work in the nonprofit 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 3:00-4:30pm. 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 nonprofit sector.

Contact Information:

Empowerment Director

Lynn Nonnemacher- Weller

Email: lnonnemacher@ywcabethlehem.org

Phone: (610) 867-4669

Other possible sites to contact - no student information available.

Please contact Dr. Brill with any questions.

Allied Personnel Services

752 Union Blvd.
Allentown, PA 18109
(610) 821-0220
www.alliedps.com

B. Braun Medical Inc.

Human Resources Coordinator
Phone: 610-997-4439
www.bbraunusa.com

First Commonwealth FCU

Employee Specialist Human
Resources
P.O. Box 20450
Lehigh Valley, PA 18002-0450
www.firstcomcu.org

The Devereux Foundation

Professional Psychology Traineeship Program
444 Devereux Drive
P.O. Box 638
Villanova, PA 19085
www.devereux.org

Lehigh Valley Health Network

http://www.lvhn.org/lvh/Education/Education/College_Students/Research_Scholar_Program

Leslie DiNapoli, Manager Human Resources
North American Specialty Glass, Attn: HR, PO Box 70
Trumbauersville, PA 18970
Fax: 215 536.6807
Email:
LDinapoli@NASpecialtyglass.com No
phone calls please
Website: www.naspecialtyglass.com

**Olympus Corporation of the
Americas** Human Resources
www.olympusamerica.com

St. Lukes Hospital and Health Network
Human Resources
801 Ostrum
Street
Bethlehem, PA 18015
610-954-3715

Tyndale Co., Inc.
Human Resources and Organizational
Development 5050 Applebutter Road
Pipersville, PA 18947
www.tyndaleusa.com/

The Wellness Community
Greater Lehigh Valley
3400 Bath Pike (Route 512)
Bethlehem, PA 18017
610 861-7555
www.the
wellnesscommunity.org/glv
info@glv@the wellnesscommunity.org