

SOCIOLOGY and  
BEHAVIORAL SCIENCE  
INTERNSHIP  
HANDBOOK  
2011 – 2013

**Prepared by Dr. Laura West Steck  
Sociology and Behavioral Science Internship Coordinator**

## **The Internship at York College of Pennsylvania**

An internship is an elective educational experience that offers students the opportunity to earn academic credit for experiential learning outside the classroom. Internships are designed to enhance a student's professional preparation and career opportunities and are available to eligible York College students. To earn academic credit, the internship must be completed at an approved site where the on-site supervisor has agreed to provide the intern with structured learning experiences that will assist them in achieving specific learning objectives. In addition, the student must complete an Internship Application, including detailed learning objectives for the course, and receive the approval of the Department sponsoring the internship and from the College Internship Coordinator prior to beginning the on-site experience.

Internship Study is available to matriculated students who have earned 60 or more credits and a 2.50 or higher cumulative grade point average at the time of application. A minimum of 120 hours on site is required to earn 3 internship credits; students are limited to participation in two different internships for a maximum of 6 credit hours of Internship Study in a baccalaureate program. The course numbers for internships in Behavioral Science and Sociology consist of the following: BEH495, BEH496, SOC495, SOC496. Students registering for an internship for the first time will be registered in a 495 section. Students registering for a second internship will be registered in a 496 section.

All internships must be completed by the conclusion of a single semester during which the student is registered for the internship, or by the conclusion of a single Special Session during the summer. Internship application forms, available in the Career Development Center or department chairs' offices, must be submitted by the end of the Drop/Add period for the semester. All tuition and fees must be paid according to the published deadlines.

### **SOCIOLOGY AND BEHAVIORAL SCIENCE INTERNSHIP PROGRAM**

The Sociology and Behavioral Science Internship Program provides an opportunity for students to participate in a 3-credit elective educational experience designed to build career-related skills and competencies, enhance professional preparation for future employment, and expand postsecondary and/or employment opportunities for graduates of YCP. Internships in Sociology and Behavioral Science allow students to gain work experience in their field of study, as well as to develop and refine future career goals. The Sociology Internship is an optional elective course for the Sociology major. The Behavioral Science Internship is a required experiential learning component of the Behavioral Science Human Services and Gerontology Concentrations and an optional elective for all other concentrations in the Behavioral Science Major. The internship offers an opportunity to acquire job experience in a professional setting related to one's area of study.

## COURSE REQUIREMENTS

The **practical component** of the course provides students who have earned at least 60 hours of credit and have a 2.5 GPA some hands-on experience in their chosen profession. The internship is planned so that you work under the direct supervision of agency or business personnel practicing the cognitive and relational skills learned in previous courses. Students in this course are also expected to learn about the agencies' organizational cultures, policies, goals and objectives, their relationship with other agencies, the various roles agency of personnel employed in the provision of services to people, and the types of people served and their needs. The students are expected to practice the beginning human resource development roles of the agency and to develop skills related to those roles.

The **academic component** of the course involves weekly class meetings and the completion of 1) assigned readings, 2) at least 15 journal entries offering reflections on internship responsibilities as well as the relationship between assigned readings and the internship experience, 3) the submission of an Organization Information paper, 4) the submission of a Final Reflection Paper, 5) the submission of work activity logs signed by the Internship Site Supervisor, and 6) the Site Supervisor's submission of the Intern Evaluation Form .

The Internship is a three-credit requirement for students majoring in Behavioral Science with a Human Service or Gerontology concentration, or an elective course for Sociology majors or for students in other curriculum tracks in the Behavioral Science major. All students registered are expected to successfully complete the practical and academic components of the course. The student in this class earns three course credits for 120 hours of practical work completed in his/her chosen internship and for fully participating and completing the assignments of the weekly one-hour seminar.

## COURSE REQUIREMENTS

**Weekly Course Meetings/Attendance and Participation (15%):** Over the course of the semester you will attend weekly meetings with your faculty supervisor, scheduled for Wednesdays from 2:00-2:50pm in CH223. You must complete assigned text and supplemental readings, and be prepared to discuss readings during weekly seminar meetings. Each student is allowed one unexcused absence. Additional unexcused absences will result in a deduction of the final course percentage grade. **Students who attend less than  $\frac{3}{4}$  of class meetings will not pass the course.**

**Journals (15%):** Students must submit weekly journal entries via Blackboard. Journals should address internship activities over the course of the week, your reactions to those experiences, as well as reflections on how your internship experience relates to information from required readings. Complete journaling guidelines will be posted on Blackboard. **Students who submit less than  $\frac{3}{4}$  of the required journal entries will not pass the course.** Each weekly journal entry is due no later than Tuesday of the following week for the duration of the Spring 2011 semester. Each entry should cover roughly 8 hours of internship work.

**Organization Information Paper (15%):** You must submit a 2-4 page report on the organization or agency with which you are completing your internship. This report will include information about the organization's history and mission, leadership and governance, staff background and qualifications, client base, and services provided. Complete guidelines will be posted on Blackboard. **Students who do not submit the Organization Information Paper will not pass the course.**

**Final Paper (15%):** Students are expected to complete a 3-5 page final paper. Students may draw from their journals in preparing final papers. Complete final paper guidelines will be posted on Blackboard. **Failure to submit the final paper will result in the student earning an "0" for the course.**

**Internship Portfolio (15%):** Students will submit an Internship Portfolio during Finals Week. The portfolio will be comprised of the organization information paper, organizational publications (i.e. brochures, handbooks, flyers, etc.), signed work logs, journal entries, completed class exercises, final paper, and the Internship Site Supervisor Evaluation form. **Students who do not submit the Internship Portfolio will not pass the course.**

**Internship Hours (15%):** Students must submit internship logs to faculty supervisor at each scheduled meeting. Logs must be signed by the student's on-site internship supervisor. Sample logs may be downloaded from Blackboard. Faculty supervisors may contact on-site internship supervisors at any time during the internship and/or at the close of the internship to confirm student's successful completion of internship hours. **Failure to complete your hours will result in the student earning a "0" for the course. This must be done before the end of the semester.**

**Evaluation of Student Intern Performance On-site (10%):** Faculty advisors will communicate with interns' on-site supervisors via phone and/or email to discuss student performance on-site, as well as conduct a site visit with on-site internship supervisors. This evaluation along with on-site supervisor end-of-semester feedback (via the On-site Supervisor Evaluation of Student Form) will comprise 10% of the final grade.

### ***Step-by-Step Process of Registering for an Internship for Credit***

#### **Steps to Setting up Your Sociology or Behavioral Science Internship**

1. Attend the Sociology and Behavioral Science Internship Information Meeting the semester before you plan to register for an internship
2. Schedule a meeting with the Sociology and Behavioral Science Internship Coordinator to discuss areas of interest in order to identify a service setting or target population with which you would like to complete an internship
3. Research potential internship sites. Information about internship sites is available from the Sociology and Behavioral Science Internship Coordinator as well as from the Office of Career Development.
4. Identify five to ten sites that are involved with your area of interest and prepare a resume and cover letter to be submitted to potential internship sites.
5. Contact potential sites to obtain additional information about the organization and to inquire about available internship opportunities. Consider submitting resume and cover letter to multiple sites.
6. After communicating with at least three potential internships sites, determine your available internship opportunities, and select a site.
7. Schedule a meeting with selected site to arrange the internship and to identify your on-site supervisor.
8. Complete the top portion of page one of the Internship for Academic Credit Application Form (i.e. your contact information, GPA, number of credits completed, name and location of internship site, name and contact information of on-site supervisor). Your faculty supervisor will complete the bottom portion of page one of the application form.
9. Schedule a meeting with your on-site supervisor to begin completion the Internship Learning Contract, page two of the application form. The internship site should provide a Position Description, written directly on the Learning Contract or supplied as an attachment. In collaboration with your on-site supervisor, complete the Learning Objectives and Learning Activities. You and your on-site supervisor must sign the Learning Contract in the spaces provided.
10. Read and sign the Internship Affirmation Statement, the final page of the application form.
11. Schedule a meeting with your faculty supervisor to submit Internship for Academic Credit Application Form. If internship is approved, your faculty supervisor will fill in the third column of the Learning Contract, Methods of Assessment, and will record an approval signature on the form.
12. At this point, the faculty supervisor will submit the application form to the Behavioral Sciences Department Chair for approval. The Chair then forwards the internship application to the Assistant Director of Career Development and YCP Internship Coordinator, Jolynn Verano. The Office of Career Development will then process your internship application, during which time you will be registered for internship credit.

**IMPORTANT NOTE:** You WILL NOT manually/electronically register for internship credits in the same way you register for other course credits. The Office of Career Development handles the registration process. Once your internship application is processed, internship credits will appear on your online schedule as SOC495 Sociology Cooperative Internship or BEH495 Behavioral Science Cooperative Internship.

## FREQUENTLY ASKED QUESTIONS

### ***What are the prerequisites for SOC 495/BEH 495?***

Students must meet specific eligibility requirements in order to register for an internship for academic credit at YCP. Students applying for an internship must be matriculated students who have earned 60 or more credits and a minimum 2.5 cumulative grade point average at the time of application. **These qualifications must be met, otherwise the application will not be approved.**

### ***What are the requirements of SOC 495/BEH 495?***

You must complete and submit the Internship for Academic Credit Application, which also includes the Internship Learning Contract and the Internship Affirmation Statement. You must complete 120 hours of internship work, fulfill objectives and activities outlined in the Internship Learning Contract, meet regularly with your on-site and faculty supervisors, submit weekly journal entries detailing internship responsibilities, submit an organizational information paper, complete required readings outlined by faculty supervisor, and complete a final summary and reaction paper. Students must also submit the following forms: ensure that the on-site supervisor returns (via mail, email, or fax) the

### ***Where do I obtain the required forms to register for the internship?***

Obtain the YCP Internship Packet titled "Procedures for Completing Internship Applications for Academic Credit" from either the Career Development Office on the top floor of the Student Union Building, Cheryl Smith in the Behavioral Science Office (LS 315), or the Sociology and Behavioral Science Internship Coordinator, Dr. Laura West Steck (LS 333). Copies of these forms are included in this manual, however it is best to obtain carbon copy versions of these forms from any of the abovementioned sources.

### ***How do I identify an internship site?***

You may visit the Career Development Office to browse hard copy internship resources and/or browse electronic internship resources located on the Career Development Internships web page (<http://www.ycp.edu/careerdevelopment/index.html>). You may also browse the list of local internship sites located on the Sociology and Behavioral Science Internship Coordinator's website (<http://faculty.ycp.edu/~lsteck>). To access information from Dr. Steck's web page, click on the "Sociology and Behavioral Science Internship Opportunities" link on the Internship Coordinator's main web page. This link features names, addresses, and web links to a number of local agencies with which recent Sociology and Behavioral Science majors have completed internships. You may select an internship site that is not included on the Internship Opportunities page, but you must consult with Sociology and Behavioral Science Internship Coordinator or another Sociology or Behavioral Science faculty member to ensure that the agency is an appropriate internship site.

### ***How do I set up the internship?***

Call to make an appointment with representatives of potential internship sites to discuss the possibility of setting up an internship. Personal phone calls and in-person appointments with agency staff are the best initial steps toward securing an internship opportunity. Email contact only is a less effective and far less professional way to inquire about an internship. Be sure to have an updated resume to take with you to initial appointments with potential internship sites. It is a good idea to visit more than one site in order to obtain the "best fit" internship for you.

When speaking with a site about a possible internship, students must be certain that the site will 1.) provide them with meaningful, pre-professional experiences related to one's major and/or career ambitions, 2.) provide consistent supervision and feedback from a qualified professional/on-site supervisor in the career field, and 3.) meet basic legal standards for workplace safety and employee security. If these qualifications are not met, the experience is probably not an internship that will be eligible for academic credit.

***What should I say when I make that first phone call?***

Here is an optional script for your initial phone call to an organization or agency with which you are interested in interning: “Hello, my name is \_\_\_\_\_. I am a \_\_\_\_\_ major at York College of Pennsylvania. I’ve done some research on your organization and am interested in finding out if there are any internship opportunities currently available through \_\_\_\_\_ (name of organization).”

***How do I complete the Internship for Academic Credit Application Form?***

In collaboration with an identified on-site supervisor, you will complete the top portion of this form entitled “Application Information.” Here you record your name and contact information, as well as the name and contact information of the internship site and on-site supervisor. Your faculty supervisor will complete the portion of this form titled “Approval of Application & Learning Contract.”

***How do I complete the Internship for Academic Credit Learning Agreement?***

The learning agreement consists of two components: the On-Site Experience Learning Agreement and the Academic Component Learning Agreement. The On-Site Experience Agreement must be completed in collaboration with the identified on-site supervisor. Position Description, Learning Objectives, Learning Activities, and Formative Methods of Assessment. You will complete the Learning Objectives section (what you intend to learn over the course of the internship) and Learning Activities section (the responsibilities you will carry out over the course of the internship to meet the specified objectives) Both you and your on-site supervisor must record your signatures on this page of the learning contract.

IMPORTANT NOTE: You must be certain that the on-site supervisor signature recorded at the bottom of the learning contract matches the name of the person identified as your on-site supervisor on the Internship for Academic Credit Application Form (the previous page of the application). Otherwise the application will be returned to you for correction.

Your faculty supervisor will complete the Methods of Assessment column, which details the academic requirements for the internship, which include the weekly submission of internship journals, the submission of an organizational information paper, regular meetings with your on-site and faculty supervisors, the completion of designated course readings, and the submission of a final summary and reflection paper.

***When and to whom do I submit required forms after I have completed my portion in collaboration with the on-site supervisor?***

After you have completed the top portion of the Internship for Academic Credit Application Form, the first two columns of the Internship Learning Contract, obtained the on-site supervisor’s signature at the bottom of the Internship Learning Contract, and have recorded your signature at the bottom of the Internship Learning Contract and on the Internship Affirmation Statement form, make an appointment with your faculty supervisor so that she/he may review your forms, fill out faculty supervisor portions of the application, and record approval signature on the form. Following faculty supervisor approval, you will submit the internship application forms to the Chair of the Behavioral Sciences Department, Dr. Joshua Landau (LS 315). In the event that the Chair also records an approval signature on the application, the form will then be forwarded (by the Behavioral Sciences Department) to the Associate Director of Career Development, Jolynn Varano.

***How do I register for the internship?***

After submitting the required paperwork to your faculty supervisor (the Internship Application for Academic Credit, the Internship Learning Contract, and the York College of Pennsylvania Affirmation Statement), the faculty supervisor will sign the internship paperwork, submit it to the Chair of the Behavioral Sciences Department for a signature, and then the paperwork will be forwarded to Jolynn Varano, Associate Director of Career Development and Internship Coordinator. From this point, the Career Services Internship

Coordinator will complete the registration process. Students do not manually register for internship course in the conventional manner (i.e. online or through the Registrar's Office).

***When is the registration deadline for the internship?***

The registration deadline for all college internships completed during Fall or Spring semesters is the last day of drop/add during any semester. The registration deadline for summer internships is on or around July 15<sup>th</sup>. Due to the chain of signatures required in completing the Internship Application, the Sociology and Behavioral Sciences Internship Coordinator strongly recommends the final submission of paperwork by the student to the faculty supervisor occur at least two days prior to the end of drop/add.

***Is there a class time associated with the internship?***

All students registered for an internship in Sociology or Behavioral Science are required to attend a once weekly, hour long seminar meeting in the semester during which the student is registered for the internship. Prior to submitting the Internship Application, students must consult the Sociology/Behavioral Science Internship Coordinator to determine the day and time on which the weekly internship meeting is scheduled. Students must also purchase a text book required for the course, available at the York College Book Store. There is a common textbook for each of the following course numbers: BEH495, BEH496, SOC495, SOC496.

While student work at the internship site comprises the practical component of the internship experience, class meetings and accompanying class assignments provide the academic component of the internship experience. This academic component of the course involves weekly class meetings and the completion of 1) assigned readings, 2) at least 15 journal entries offering reflections on internship responsibilities as well as the relationship between assigned readings and the internship experience, 3) the submission of an Organization Information paper, 4) the submission of a Final Reflection Paper, 5) the submission of work activity logs signed by the Internship Site Supervisor, and 6) the Site Supervisor's submission of the Intern Evaluation Form .

***How is the internship graded?***

Upon completion of the internship requirements, students will earn a conventional number grade (4.0, 3.5, 3.0, 2.5, etc.).

***Who is my on-site supervisor?***

Your on-site supervisor is the internship site representative directly responsible for supervising your internship experience. You must coordinate with the on-site supervisor prior to the start of the internship to outline the Learning Objectives and Learning Activities for the internship, which will be recorded in the first two columns of the Internship Learning Contract. The on-site supervisor's name and contact information will be recorded on the first page of the Internship for Academic Credit Application Form, and the on-site supervisor must provide a signature at the bottom of the Internship Learning Contract.

***Who is my faculty supervisor/advisor?***

Your faculty supervisor is responsible for coordinating the academic component of the internship. The academic requirements of the internship include: regular meetings with faculty supervisor; submission of weekly journals discussing internship activities; completion of assigned readings; submission of an organization information paper; and the submission of a final summary paper. The faculty supervisor will record the preceding academic requirements in the final column of the Internship Learning Contract under "Methods of Assessment." You are responsible for submitting the completed Internship for Academic Credit Application Packet (including the Learning Contract and Internship Affirmation Statement) to your faculty supervisor, who will then sign the application and forward it to the Chair of the Behavioral Science Department. Following the Chair's approval signature, the application will be forwarded to the Assistant Director of Development.

***What is the cost of registering for an internship?***

Students completing an internship will be registered for a three credit course listed in the YCP Catalog as either BEH495 Behavioral Science Internship, BEH496 Behavioral Science Internship, SOC495 Sociology Internship, or SOC496 Sociology Internship. Thus, payment for the internship is consistent with payment for any other three credit course offered by the College. Students must pay the standard York College deposit fee prior to registration for the internship.

***When may I start my internship hours?***

You may not begin logging internship hours toward the 120-hour requirement until the semester during which you are registered for the internship officially begins or before you are officially registered for the internship.

***When must internship hours be completed?***

Internship hours must be completed by the final day of classes during the Fall or Spring semesters or by the final day of Special Session B during the summer. Students are required to submit regular work activity logs, signed by the on-site supervisor, over the course of the semester or summer special session during which the student is registered for the internship.

***May I complete internship hours during one semester (or the summer) and register for the internship credit during a subsequent semester?***

You may not complete internship hours outside of the semester during which you are registered for the internship.

***How do I keep track of internship hours?***

Over the course of the internship you must complete internship work logs, on which you record dates, activities, and hours worked. Work logs must be signed by your on-site supervisor and periodically submitted to your faculty internship advisor as proof of hours worked. The work log form is attached below. Submission of work logs is required in order to receive a passing grade for the internship course.

***Will I be paid for the work I do during the internship?***

While you are not prohibited from setting up a paid internship, most students registering for a Sociology or Behavioral Science Internship are working with agencies and organizations that do not offer paid internship opportunities. Students eligible for Federal Work Study may, however, coordinate with Financial Aid Services to receive work study pay for internship hours performed with a community service or nonprofit agency. Please see the York College Internship Coordinator in the Office of Career Development or the Sociology/Behavioral Science Internship Coordinator for more information.

***Can I set up an internship at my current place of employment?***

The internship program at York College of Pennsylvania is organized to offer a new learning experience to students. Therefore, students are not permitted to earn internship credit for work experience derived from a current employment position. If, however, you have the opportunity to acquire a new learning experience at your current place of employment by taking on a new position in the organization, or working closely with a supervisory staff member working in a position other than your original employment position, earning internship credit through this new learning experience may be a possibility. You must meet with the Sociology/Behavioral Science Internship Program Coordinator to discuss whether approval for such an internship can be granted.

***Who do I talk to if I'm having problems at the internship site?***

First, speak with your on-site supervisor, who may be able to remedy the situation. If you have spoken with your on-site supervisor and the problem persists, if you are unwilling to speak with your on-site supervisor about the problem, or if your on-site supervisor is the source of the problem, contact your faculty supervisor immediately to discuss the problem.

***May I complete more than one internship?***

A student may complete a maximum of 6 internship credits (two 3-credit internships) as part of a bachelor's degree program, but the two experiences that comprise the 6 credits must be significantly distinct learning experiences.

***What if I am unable to complete my internship hours due to unanticipated health complications?***

No credit will be awarded for the internship, but pending proper documentation, you will receive a formal withdrawal from the course.

**YORK COUNTY AREA INTERNSHIP SITES  
For Sociology and Behavioral Science Majors**

The following is a list of internship sites at which York College Sociology and Behavioral Science majors have completed internships over the past five years.

**[FIRST - Free Information and Referral System](#)**

Use this tool, provided by the [United Way of York County](#), to search for human service agencies in York and surrounding counties.

**[ACCESS-York, Inc.](#)**

Domestic Violence Services  
York, PA 17401  
717-845-8226

**[Bell Socialization Services Inc.](#)**

Housing Support Services, Mental Health/Mental Retardation Support Services  
160 South George Street  
York, PA 17401-1408  
Phone: (717) 848-5767

**[Big Brothers Big Sisters of York](#)**

227 W Market St  
York, PA 17401  
717-843-0051

**[Children's Home of York](#)**

Child/Family Social Services  
77 Shoe House Road  
York, Pennsylvania 17406  
717-755-1033

**[Colonial House, Inc.](#)**

Inpatient Drug & Alcohol Treatment  
1300 Woodberry Road  
York, PA 17408  
1-800-767-9702

**Community Corrections Center of York**

317 W. Market Street  
York, PA 17401  
717-771-1342

**[Community Services Group](#)**

Mental Health, Mental Retardation, Eldercare, and Children's Services  
**Corporate Office**  
320 Highland Drive  
PO Box 597  
Mountville, PA 17554  
717-285-7121

**Compassionate Care Hospice**

2449 South Queen Street  
York, PA 17402-5075  
(717) 747-0047

**Crispus Attucks Association, Inc.**

605 South Duke St  
York, PA 17401  
717-848-3610

**Cross Keys Village Brethren Home**

Senior Living, Assisted Living, Nursing Care  
2990 Carlisle Pike  
New Oxford, PA 17350-9582  
(717) 624-2161

**DENTSPLY International**

Human Resources Internships  
**World Headquarters**  
Susquehanna Commerce Center  
221 W. Philadelphia Street  
P.O. Box 872  
York, PA 17405-0872  
717-845-7511  
1-800-877-0020

**Diakon Adoption & Foster Care**

836 South George Street  
York, PA 17404  
717-845-9113

**Downtown Inc.**

Community Investment and Revitalization  
1 East Market Street Suite 202  
York, PA 17401  
717-849-2331

**Easter Seals South Central Pennsylvania**

Disability Services  
2201 S Queen St  
York, PA 17402  
717-741-3891

**Family-Child Resources Inc. (two locations)**

3995 East Market Street  
717-757-1227 *and*  
Square Commercial Center  
1 Center Square, Suite 3  
Hanover, PA 17331  
717-630-2882

**Gaudenzia**

Drug and Alcohol Rehabilitation  
106 W. Main Street  
Norristown, PA 19401  
610-239-9600  
*Area Programs in Lancaster,  
Dauphin, and Cumberland Counties*

**Heartland Hospice Care - York**

3417 Concord Road, Suite C  
York, PA 17402  
717-840-1002

**Jewish Family Services of York**

2000 Hollywood Dr  
York, PA 17403-4210  
(717) 843-5011

**Lancaster General Health**

2100 Harrisburg Pike  
Lancaster, PA 17601  
(717) 544-3122

**The Lehman Center**

Child/Family Crisis Center and Art Therapy Program  
400 W. Market St.  
York, PA 17401  
717-845-5771

**Lutheran Social Services**

Senior Living  
Village at Kelly Drive  
750 Kelly Drive  
York, PA 17404  
(717) 852-9706

**Lutheran Social Services**

Senior Living  
Village at Sprenkle Drive  
1801 Folkemer Circle  
York, PA 17404  
(717) 764-9994

**Manito, Inc.**

Centers for Innovative Learning  
**(two York locations)**  
Manito York Academy  
625 East Philadelphia Street  
York, PA 17403  
717-848-225

and

Manito Madison Avenue Center  
601 Madison Avenue  
York, PA 17404  
717-848-3224

**Memorial Hospital**

325 South Belmont Street  
P.O. Box 15118  
York, PA 17405  
1-800-436-4326

**Normandie Ridge**

Elder Care Services  
1700 Normandie Drive  
York, PA 17408  
(717) 764-6262

**Olivia's House**

Grief and Loss Center for Children  
830 S. George Street  
York, PA 17403  
717-699-1133

**Pen-Mar Organization, Inc.**

Disability Services

**(three locations)**

Maryland Line

310 Old Freeland Road  
Freeland, MD 21053  
410-343-2112

Southern Community Services

44 S. Main  
Shrewsbury, PA 17361  
717-227-0048

Pen-Mar North

10671 Susquehanna Trail  
Glen Rock, PA 17327  
717-235-9878

**Southern York County School District**

Guidance Counseling  
3280 Fissels Church Road  
Glen Rock, PA 17327

**T. W. Ponessa & Associates Counseling Services, Inc.**

**Corporate Office**

2141 Oregon Pike  
Lancaster, PA 17601  
717-560-7917

**T. W. Ponessa & Associates Counseling Services, Inc.**

**York Satellite Location**

2845 Eastern Blvd.  
York, PA 17402  
717-840-6444

**Victim Assistance Center**

Community Outreach, Public Relations, and Victim Advocacy  
P.O. Box 30  
York, PA 17405  
717-854-3131

**York City Human Relations Commission**

Princess Street Center  
368 W. Princess St.  
York, PA 17401  
717-846-2926

**York County Area Agency on Aging**

100 West Market Street  
Suite 102 York, PA 17401  
(717) 771-9610 or (800) 632-9073  
Fax: (717) 771-9044  
Director: Dianna Benaknin

**York County Children and Youth Services**

100 West Market Street  
York, PA 17401  
717-846-8496

**YCCAR - York County Community Against Racism**

116 North George St.  
York, PA 17401  
717-718-2260

**York County Heritage Trust**

Collections, Historic Sites, and Museums  
250 E. Market Street  
York, PA 17403  
717-848-1587

**York County Human Services Division**

York County Government Center  
100 W Market St Suite 401  
York, PA 17401  
717-771-9347  
1-800-441-2025 x9347

**York County Prison**

3400 Concord Road  
York, PA 17402  
717-840-7580

**Youth Advocate Programs, Inc. of York County**

907 Roosevelt Avenue  
York, PA 17404  
717-845-8731

**YWCA of York**

320 East Market St.  
York, PA 17403

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**INTERSHIP WORK LOG**  
*Behavioral Sciences Department*

Student Name \_\_\_\_\_

Internship Site \_\_\_\_\_

On-site Supervisor Name, Phone, Email \_\_\_\_\_

**Students:** Please record the date, a brief description of activities accomplished, and the time frame or number of hours worked on the lines below.

**On-site Supervisor:** Please record your signature for each eight hour block of internship work completed by the student.

Date	Activities	Hours Worked

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

On-site Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_