



*The University of Massachusetts at Amherst*  
*Department of Psychology*

Undergraduate Specialization in  
**Developmental Disabilities and Human Services (DDHS)**

in cooperation with  
*The Massachusetts State Department of Developmental Services*  
*and Local Provider Agencies*

**PROGRAM HANDBOOK**  
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Visit the DDHS Program web site at: <http://www.umass.edu/psychology/DDHS/devdishumserv.htm>

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## ❧ DESCRIPTION OF THE PROGRAM ❧

The Department of Psychology, in conjunction with the Commonwealth's Department of Developmental Services (formerly the Department of Mental Retardation), has established an undergraduate Specialization in Developmental Disabilities and Human Services, providing undergraduate psychology majors and others accepted into the program the opportunity to obtain the skills needed for employment directly supporting individuals with disabilities. A combination of (a) coursework and (b) internship experience prepares graduates to work with and support individuals with disabilities in a variety of settings, bringing a broad range of knowledge and skills to human service work and educational settings. Following completion of the required coursework and internship, students receive a letter from the Department of Psychology stating that they have completed a specialization in developmental disabilities and human services.

The specialization consists of the following combination of coursework and internship experiences:

### COURSEWORK

Declared psychology majors and others accepted into the program are required to take the following three courses:

1. Intellectual Disability: Concepts and Controversies (Psych 480)
2. Applied Behavior Analysis (Psych 581)
3. Intellectual Disability and Mental Health (Psych 391UU)

See p. 4 for descriptions of these courses.

### INTERNSHIP

In addition to taking these courses, students are required to participate in a one semester internship at a direct service site (3 credits, for 9 hours per week, which in a typical 14 week semester equals about 126 hours). During the internship, students are enrolled as a regular university student, taking a standard credit load, but are on-site at the internship site for the specified number of hours per week. This Handbook provides a list of approved DDHS internship sites.

Internship experiences occur in a variety of agencies and sites, including residential programs, day service locations, early intervention programs, family support programs, and administrative offices. Interns engage in activities to support adults or children with disabilities at home, at work, or at school. These internship opportunities expose students to potential careers in the field of developmental disabilities.

## ❧ TWO TYPES OF INTERNSHIPS ❧

1. **Agency Internships:** Local service providers have agreed to provide internships along with appropriate on-site supervision each semester. Internships are coordinated through the Department of Psychology which provides general oversight. In addition, each student is assigned an on-site supervisor. Student interns spend 9 hours a week at their internship site.
2. **DDS Office Clinical Internship:** Students may also choose an internship split between the Area Office of DDS in Northampton and a service provider agency. Students participate in a 3 hour seminar each week at the DDS Area Office and are placed for 6 - 7 hours a week in a local agency. These internships focus on clinical work. Each student is typically supervised by the clinical director of the internship site in coordination with the Area Office Psychologist.

## ❧ INTERNSHIP RESPONSIBILITIES ❧

### RESPONSIBILITIES OF INTERNSHIP SITE COORDINATOR

1. Provide an internship experience that is consonant with the goals of the Specialization in Developmental Disabilities and Human Services Program.
2. Identify a liaison or contact person within the organization.
3. Provide a written job description for each student prior to the commencement of the internship, which includes specific activities and expectations.
4. Provide training and orientation for student interns.
5. Provide meaningful internship activities that are consistent with the number of hours interns are expected to work (usually 42 hours of work per semester for each 1 credit student is earning).
6. Provide consistent supervision from a specific individual(s).
7. Complete the Final Evaluation Form provided by the University.
8. Notify the Field Experience Office if a student fails to report for work, suffers extended illness, resigns, or is to be dropped because of unsatisfactory progress, interest, or conduct.
9. Provide a safe and hazard-free work environment.
10. Adhere to federal and state regulations governing the employment of internship students established by law.
11. Select students without regard to race, color, religion, sex, age, handicap condition, national origin, veteran status or sexual orientation.

## **RESPONSIBILITIES OF FIELD EXPERIENCE OFFICE OF THE UNIVERSITY OF MASSACHUSETTS AT AMHERST**

1. Appoint a staff member to serve as liaison to the employer.
2. Forward evaluation forms to students and employers.
3. Make a site visit per placement period to each location if possible (budgetary and other restrictions apply).
4. Assist in the coordination of work and academic experience of each student participant to ensure maximum student benefit.
5. Take corrective action where indicated to strengthen the school-employer relationship.
6. Provide one UMass 3-credit course tuition waiver for the intern supervisor if intern(s) earn at least 6 credits for internship during a particular semester

## **RESPONSIBILITIES OF SPECIALIZATION IN DEVELOPMENTAL DISABILITIES AND HUMAN SERVICES PROGRAM**

1. Work with DDS to identify appropriate internship sites.
2. Organize a meeting with members of program each semester with representative of DDS to educate students about internship sites.
3. Provide students with a faculty sponsor for their internship (typically the Director of the Specialization Program).
4. Assist students in identifying appropriate internship sites, consistent with DDS guidelines.
5. Provide DDS with a list of students and their placements each semester.

## **RESPONSIBILITIES OF DEPT OF DEVELOPMENTAL SERVICES**

1. Provide a list of preferred internship sites for distribution to Specialization Program students.
2. Work with preferred internship sites to ensure they provide the appropriate experiences for students in Specialization Program.
3. Provide a representative to attend Specialization Program meetings each semester.
4. Review student journals, final papers, and evaluation forms, and provide follow-up and feedback to faculty sponsor(s) and internship site coordinators, as appropriate.
5. For those participating in the DDS Area Office Clinical Internship: Provide a weekly 3 hour weekly seminar and oversight of agency placement.

## ❧ DESCRIPTION OF REQUIRED COURSEWORK ❧

### BASIC REQUIREMENTS FOR ALL PSYCHOLOGY MAJORS

#### **PSYCH 100: Introductory Psychology**

Overview of the field. The natural and social science sub-areas of psychology; includes biological psychology, cognitive psychology, social psychology, developmental psychology, and clinical psychology. Relates research and theories to contemporary issues and problems in day-to-day life. (Gen. Ed. SB)

#### **PSYCH 240: Statistics in Psychology**

Basic conceptual knowledge of statistical reasoning, skill in applying common statistical techniques. Topics include probability; measures of central tendency, variability, and correlation; and statistical inference involving one- and two-group means. Prerequisites: Introductory Psychology and passing score on the Psychology Department's Statistics Pre-Test. (Gen. Ed. R2)

#### **PSYCH 241: Methods of Inquiry in Psychology**

Research methods in psychology including single subject and group experiments, case studies, psychological test construction and observational field techniques. Emphasis on hands-on experience in labs and on lab reports. Prerequisite: PSYCH 240 (or other approved statistical course).

**Please note:** Non-psychology majors who are accepted into the DDHS program on an exception basis are not required to take Psychology 240 or Psychology 241.

### CORE REQUIREMENTS FOR SPECIALIZATION PROGRAM

#### **PSYCH 480: Intellectual Disability: Concepts and Controversies**

Introduction to intellectual disability: psychological, sociological, philosophical, and social policy aspects.

Prerequisite: Introductory Psychology and consent of the instructor for non-DDHS students. DDHS students do not need instructor consent.

#### **PSYCH 581: Applied Behavior Analysis**

Basic professional and paraprofessional skills of applied behavior analysis. Topics include: goals and objectives, observational recordings, ethics, selection of procedures; increasing, teaching, and reducing behavior via positive procedures; evaluation. Prerequisites: Introductory Psychology and consent of instructor for non-DDHS students. DDHS students do not need instructor consent.

#### **PSYCH 391UU: Intellectual Disability and Mental Health**

An introduction to how to assess what is wrong when someone who is either non- or minimally- verbal (the very young, elders with dementia, children with certain special needs, those with developmental disabilities) behaves uncharacteristically or shows distress. Topics include how to do a comprehensive analysis, how psychiatric diagnoses are expressed by these populations, and fundamentals of treatment planning.

Prerequisite: Introductory Psychology and consent of the instructor for non-DDHS students. DDHS students do not need instructor consent.

## ❧ FREQUENTLY ASKED QUESTIONS ❧

### GENERAL

#### *How do I become a member of the DDHS Program?*

Recruitment occurs twice a year. Applications are sent to second semester freshmen, sophomore, and junior Psychology majors during the first half of every semester. This is the only way psychology majors are admitted to the Program, as we do not offer rolling applications. Non-psychology majors who wish to apply for admission must contact Dr. Zimmer for permission. Admissions decisions are based on Grade Point Averages (both general and Psychology-related) and personal statements about interest in this field. Students accepted into the Program are required to attend a DDHS Program meeting (see below). Admission decisions and invitations are sent by e-mail, as are all other Program announcements, so you must provide a UMass OIT e-mail address for this purpose (Hotmail, Yahoo, AOL, and other e-mail service or Internet provider addresses are not permitted).

#### *What is the DDHS Program meeting, and do I have to go?*

Once we receive applications and make admission decisions, we have a Program meeting to welcome the new members. This is where the Program's requirements are explained more fully and details about internships and the variety of internship sites available are discussed. Newly admitted participants are thus required to attend this meeting so that they can become oriented with what will be expected of them, and what options are available to them.

Because we discuss details about the internship process at each of these meetings, attendance is also mandatory for students who plan on doing an internship in the subsequent semester. It is very important for those pursuing an internship to be clear on how things work and when paperwork is due. The meeting also serves as a forum for asking questions of the Program Director, Dr. Tamara Rahhal of the Department of Psychology; Dr. William Zimmer from the Massachusetts Department of Developmental Services, which provides funding for the Program; Dana Roth, the Administrative Coordinator for the Program; and Dr. Patrick Heick of the May Institute, which provides several key internship sites for Program participants and Dr. Marie Hartwell-Walker who oversees the DDS Clinical Internship Program. They are quite versed in the functions of the various sites, populations with whom you'll be working, etc. Typically, more advanced Program participants also stop by the meeting to share their thoughts on what it was like to do their internships, which can be very interesting.

If you are new to the Program or will be doing an internship in the upcoming semester, you'll need to attend the meeting. You are making a commitment by being involved in this Program, so you may need to re-prioritize other activities.

#### *What do I do once I've completed all of the Program requirements?*

Once you have done your internship and finished the three courses, the time has come to pat yourself on the back for completing a very specialized and noteworthy Program. In order to receive your Letter of Specialization, which acts as proof of your completion of the requirements, you will need to fill out a Program Completion Form. This form can be obtained from the Program's web site. A copy is also at the end of this handbook. Note that this form asks for grades received in the Program's courses, so you MUST wait to submit it until you

have received verification of your grades through the Registrar (e.g., on SPIRE). We cannot obtain your grades for you, and a letter cannot be sent out until the form is completed.

Along with the Program Completion Form, we ask that you fill out (anonymously, if you wish) a Program Survey Form, also available from the web site and at the back of this handbook. The survey asks for your opinions on different aspects of the Program and serves as a method for improving how things are done in the future. We greatly appreciate your feedback. The finished survey should be returned to the Administrative Coordinator.

Once you have submitted your Program Completion Form, a Letter of Specialization will be mailed to the address you provided on the form. You can use this letter as an attachment to job résumés to show potential employers your knowledge and skills in the field. This is a very sought-after piece of paper in the developmental disability service world!

## COURSEWORK

### *How do I sign up for the required courses in the Program? Is it true that Program participants get priority enrollment?*

For the most part, registering for psychology prerequisites is done the same way as other courses - through SPIRE. Students in DDHS get priority placement in the three DDHS program courses (PSYCH 480 (Intellectual Disability: Concepts and Controversies), PSYCH 581 (Applied Behavior Analysis), and PSYCH 391 (Intellectual Disability and Mental Health), DDHS participants have priority enrollment, which means that they are allowed to add the course before the rest of the University community.

In order to receive priority, you should not add these three courses through SPIRE. You must contact the Department of Psychology Undergraduate Advising Secretary, Laurie Dove, and tell her that you are in the DDHS Program. She will verify your status and add you manually to the course on a first-come, first-served basis. Since this is done manually, you may not immediately see the course added to your schedule on SPIRE. Give Laurie Dove some time to add the course, and check with her if you have concerns about this issue. Space is limited in these courses, so enroll early.

**Guaranteed priority status ends on May 1 for the Fall semester and December 1 for the spring semester.** After that, you will need to obtain the permission of the instructor, just like other students.

### *Can the Program's course requirements also be applied to my major or minor or other University requirements?*

Yes, they can. No special paperwork is needed.



## INTERNSHIPS

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

1. Decide which type of internship you want to do (Agency or DDS Clinical). Browse through this document and find some you like.

**If you decided on an Agency Internship:** Once you find a site that fits your needs, you should call or e-mail the contact person listed in the Handbook and set up a meeting to find out more about what they do there (and what you would be doing as an intern). There has to be agreement on both your part and that of the internship site in order to do an internship, so treat the meeting as you would a job interview. Be prepared to answer questions about yourself and your background, prepare questions that you want to ask, and dress appropriately.

**If you decided on a DDS Clinical Internship, contact Dr. Marie Hartwell-Walker at the DDS Area Office** and arrange for an interview. If you are accepted, she will find a placement site for you. Do NOT contact the agencies independently.

2. Now follow the steps listed in the checklist at the back of this handbook. Do this as early as possible.

**The deadline** for submitting internship contracts is *one full week* (7 days) before the start of the semester in which you will be interning. (These dates are posted on the Registrar's Academic Calendar online). **Better yet:** It is strongly suggested that you finish the paperwork at the end of the semester and before you leave campus prior to the semester during which you intend to intern. Give yourself a few weeks to obtain signatures and complete interviews which may be required by the site. Please abide by this timeline. You cannot start an internship before all materials are completed and submitted to all parties.

### *What is a faculty sponsor, and do I really need one?*

A faculty sponsor is a UMass professor who agrees to look out for your interests while you perform your internship. The sponsor is there if you run into problems or need advice about aspects of your internship. Ideally, your sponsor might be a psychology professor or other university professor who has some knowledge about the area of developmental disabilities and with whom you've had some sort of working relationship (either through taking his or her course or through doing research, etc.). However, since many students have not had such experiences with professors in this field before entering the DDHS Program, most students request the Program Director, Dr. Tamara Rahhal, to be their sponsor and she is happy to fill that role.

And yes, you must have a faculty sponsor. He or she will sign your internship contract and review your journal and final paper at the end of your internship (after you submit them to the DDHS Administrative Coordinator).

### ***How often do I need to meet with my faculty sponsor?***

Your faculty sponsor is there to guide you in the event you have issues with your internship that cannot be resolved between you and your internship site supervisor, or if you have personal or academic issues which arise that may affect your work. If all is going well, though, there is no need to meet with your sponsor during the course of the semester.

### ***Can I do an internship during the Winter or Summer sessions?***

Yes, you can. Winter and Summer internships are treated just like a regular course that is taken through the Continuing Education Office. However, this means that you must pay for the course credits and register through that office. The internship contract and proposal requirements, of course, still apply (see the checklist at the back of this handbook).

### ***How many credits of internships do I have to (or can I) take?***

The Program requires that you complete at least one 3-credit internship (which translates to at least 9 hours per week, on average, or 126 hours in a typical 14 week semester); however, you may choose to do more internships in other semesters or take more internship credits in the same semester.

### ***Do I have to take the internship for credit? Can I be paid for my time during an internship?***

You must take at least a 3-credit internship to satisfy Program requirements. If you choose to have further internship experiences, they need not be for credit. You cannot accept payment for work done during your internship if you would like for it to count toward the Program requirements and receive course credit for it.

### ***Can I do an internship at a site NOT listed in the DDHS Handbook?***

Maybe. The sites listed in the DDHS Handbook were included because their programs have been approved by the Massachusetts State Department of Developmental Services. They are set up to take in student interns, train them, and provide them with appropriate experiences.

If you decide that a site not pre-approved by the DDHS Program better fits your needs (closer to your home during summer months, previous relationship with a service provider, etc.), you must have that internship approved before you can start. You will need to provide a description of the site, the population served, and details about the duties you will be performing as an intern. This is to ensure that the experience you receive is similar in content to what you would get from our pre-approved sites, and that the coursework the Program requires is in line with the responsibilities you may have there. Dr. William Zimmer is the only one who can approve alternate sites. Contact him with questions about alternate internship sites.

### ***What are my responsibilities during an internship?***

The population you serve and your specific duties will, of course, vary greatly depending on the site you choose. Overall, the point of the internship is to allow you to gain practical

experiences that coursework simply cannot offer. The coursework is there to serve as your knowledge base going into the internship.

The DDHS Internship Program also has **three writing requirements** based on your internship involvement: a journal, a final paper, and an internship experience evaluation form.

(1) **The journal** is meant to be a collection of your experiences as you progress through the internship; it should basically be a notebook that you write in every so often (depending on your work schedule, this could be after each site visit, or at the end of the week, etc.). Including details about the people you serve, the skills you learn, and the impact you both create and receive is what makes the journal valuable.

(2) **The final paper** is a synthesis of your hands-on knowledge and your “textbook” knowledge. This is your chance, at least in five pages or so, to integrate what you have learned in your courses and what you have seen during your internship (see internship contract for some general instructions).

(3) The third written requirement is completion of an **evaluation form** for the internship experience (included at the end of this handbook).

### ***How do I complete the requirements of an internship?***

Once you have worked for the required number of hours (on average, 9 per week or 126 per semester), you must submit the three writing assignments (your journal, final paper, and completed internship evaluation form). These are due on the last day of your internship (or the last day of the academic semester) and should be delivered to the DDHS Administrative Coordinator, Dana Roth. In addition, give copies to your faculty sponsor (for most students, this is Dr. Rahhal) and your internship site supervisor. Do keep one copy for yourself

## **MISCELLANEOUS**

### ***Where do I get all the forms I need for this Program?***

Applications to become a participant in the Program are sent out to sophomore and junior Psychology majors each semester. A brief fact sheet indicating Program requirements is included.

Internship contracts can be obtained from Dr. Tamara Rahhal’s office. A variety of other informational materials about internships and coursework in general can be found there as well.

All other paperwork is available for download in PDF format from the DDHS Program’s web site: <http://www.umass.edu/psychology/DDHS/devdishumserv.htm>.

This includes the DDHS Program Handbooks (this document), the Program Completion Form, and Program Survey Forms. Upon submission of the Completion Form, Dana Roth will also mail you the Letter of Specialization. These forms are also at the back of this handbook.

*If I have a question that isn't answered here, who can I ask?*

For the most part, questions can be directed to the Administrative Coordinator, Dana Roth. She may redirect you to someone more appropriate if necessary. Here is a basic guide of who to contact about what:

***Dr. Tamara Rahhal (program director):*** questions about major administrative issues or problems with the Program or internship, coursework, internship concerns, and career questions. Tobin Hall 539 [trahhal@psych.umass.edu](mailto:trahhal@psych.umass.edu)

***Laurie Dove (Undergraduate Secretary):*** questions about course enrollment issues, especially for PSYCH 480,581, and 391. Tobin Hall 503 [ldove@psych.umass.edu](mailto:ldove@psych.umass.edu)

***Dr. William Zimmer:*** approval for alternate internship sites and questions about sites at the state Department of Developmental Services. Tobin 533 [bill.zimmer@state.ma.us](mailto:bill.zimmer@state.ma.us)

***Dr. Patrick Heick*** questions about sites at the May Institute. [pheick@wsc.ma.edu](mailto:pheick@wsc.ma.edu)

***Dr. Marie Hartwell-Walker:*** approval for Area Office Clinical Internship. Tobin 533 [marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

***Dana Roth:*** everything else. If you don't know where to start, start with her. Tobin Hall 640 [dproth@psych.umass.edu](mailto:dproth@psych.umass.edu)

# Agency Internships

**(You contact these agencies independently to set up your internship.)**

If you are a self-directed and motivated individual, this kind of internship may be for you. You may set up your own internship by contacting the listed contact person at any of the following agencies. You will be assigned a supervisor. Together you will decide on your internship responsibilities and a project that will help you work toward your own educational goals.

An agency internship is an educational experience for you, and is not meant to provide free staffing for an agency. Agencies who have been approved as internship sites have agreed to have student interns because they are committed to your education and to your professional development. They are willing to spend time and energy making this the best possible learning experience for you. You are not there to “help out”, to run errands or to substitute for paid staff. You should never have sole responsibility for a client, nor should you transport a client in your own vehicle unless an agency staff is also present. You should always feel free to ask for help or to decline assignments that make you feel uncomfortable.

A 3 credit internship requires an average of 9 hours of work at the agency per week for 14 weeks for a total of 126 hours. Be mindful that the safety and well-being of clients may dictate your agenda for the day.

## **Agencies that welcome independent interns include:**

- ◆ The Association for Community Living, Greenfield (residential and day programs)
- ◆ Baroco, Hadley (day habilitation)
- ◆ Behavioral Health Network, Northampton, Amherst, Easthampton (residential programs, respite program)
- ◆ The May Institute (residential programs, day habilitation program, school, early intervention)
- ◆ Nonotuck Resource Associates in Northampton (residential and shared living programs)
- ◆ Riverside Industries in Easthampton (vocational program)
- ◆ ServiceNet Residential with homes in Amherst, Northampton, Hadley, Easthampton, Turners Falls, and Greenfield (residential programs)

## The Association for Community Living (Greenfield)

101 Munson St.  
Greenfield, MA 01301  
413 774 3495

### Populations served:

Adults with intellectual disability and autism.

### Location(s) of internship sites:

<u>Location</u>	<u>Accessible by Public Transportation?</u>
<b>Day Program:</b> 101 Munson St., Greenfield	No

### Residential Programs:

Homes in Buckland, Gill, S. Deerfield, and Greenfield	No
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**General job description of what an intern might do:** This internship is particularly appropriate for students who want to practice skills in ABA to help an individual improve a skill.

- ✚ Student will observe and assess needs that are representative of a broad range of skill level and disability.
- ✚ Student will work with agency staff to develop interventions that increase a skill or skill set
- ✚ Student will assist support staff in the implementation of interventions.
- ✚ Student will learn to summarize data and report on the success of the interventions.

**Your availability:** ACL runs both residential and a day program so hours are flexible. You will need a car since all programs are in Greenfield area.

### Agency Contact

Heather Martin  
Behavior Specialist  
413 774 3495 x 103

## Baroco Corporation\*

(\*Note that BHN welcomes interns who are working solely with the agency and interns who are part of the DDS Area Office Clinical Internship program.)

195 Russell St.  
Hadley, MA 01035  
413 584 1673

### Populations served:

Adult population with intellectual disability and adults with other developmental disabilities. Most of the individuals served have severe to profound intellectual disability and many are medically complicated as well.

### Location(s) of internship sites:



#### Location

#### Accessible by Public Transportation?

Route 9 in Hadley

yes

#### **General job description of what an intern might do:**

-  Shadow and work along side staff who are working with individuals with severe to profound ID and other developmental or neurological disabilities.
-  Specific job descriptions are negotiated on a case-by-case basis.

**Your availability:** Baroco is a day program that runs from 9:00 – 3:00. You can reach it by bus as there is a bus stop almost across the street from the site in Hadley.

#### **Agency Contact**

Kristen Kimbar  
Program Director  
1-413-552-7394  
kristen@baroco.com





## **Behavioral Health Network (Northampton)**

*(\*Note that BHN welcomes interns who are working independently and interns who are part of the DDS Area Office Clinical Internship program.)*

518 Pleasant St., Suite 100  
Northampton, MA 01060  
(413) 582-7961  
www.e-behavioralcare.org

### **Populations served:**

BHN serves a variety of different populations. The programs at the Northampton office serve adults and children with intellectual disability and other developmental disabilities as well as provide advocacy for any person with a disability. BHN provides Family Support, Individual Support, Vocational (Community Day Supports), Residential Services, and Emergency Services in Hampden, Hampshire and Franklin Counties.

### **Location(s) of internship sites:**

<u>Location</u>	<u>Accessible by Public Transportation?</u>
Private homes in Easthampton, Northampton, and Amherst Area.	Many are accessible by bus

### **General job description of what an intern might do:**

The focus of this internship is to provide a variety of work experiences working with a diverse group of individuals.

- ✚ Assist in the direct care and/or case management to the individuals served by the programs.
- ✚ Assist in skill development activities, community integration, support in completing ADLs, vocational support and advocacy.
- ✚ Shadow and/or assist a case manager or residential coordinator to develop an understanding of the role of a front line supervisor.
- ✚ Observe the Behavior Analyst, Social Worker, and/or Nurse as they perform their jobs.
- ✚ Work on special projects such as a day trip or resource development.
- ✚ Participate in trainings that are provided through the Training Institute or by BHN professional staff.

### **Agency Contact**

Deb Leopold  
Director  
413-582-7961

## May Institute

1111 Elm St., #2  
W. Springfield, MA 01089  
(413) 734-0300  
www.mayinstitute.org

### Populations served:

- ✚ Adults with intellectual disability at group homes and apartments
- ✚ Adults with intellectual disability at specialized day program
- ✚ Young children with autism in special school
- ✚ Young children with autism at home

### Location(s) of internship sites:

<u>Location</u>	<u>Accessible by Public Transportation?</u>
✚ <b>Various group homes and apartments for adults:</b> Hadley, Northampton, Easthampton, Chicopee Wilbraham, Springfield, West Springfield, Westfield	varies
✚ <b>Day Program</b> - Easthampton	Yes
✚ <b>Specialized day school for children with autism</b> West Springfield	No
✚ <b>Early Intervention Programs</b> in Holyoke, Chicopee, Springfield	No

### General job description of what an intern might do:

- ✚ Work along with staff in each site
- ✚ Develop positive relationships with children, adults, and their families
- ✚ Implement treatment and educational plans
- ✚ Prepare reports
- ✚ Obtain specialized training
- ✚ Attend team and staff meetings

**Your availability:** Hours depend on the program. Some of the residential homes have people home all day. The school and day program run only during the day on weekdays. Hours where interns can participate vary in the early intervention program. Call the contact person below for specifics. You will probably need a car, even for the day program in Easthampton.

### Agency Contact

Teka Harris  
Clinician  
(413) 734 0300 x261

[tharris@mayinstitute.org](mailto:tharris@mayinstitute.org)

**Nonotuck Resource Associates, Inc.**

40 Main St.  
Florence, MA 01060  
(413) 586-5256, x 103  
www.nonotuck.com

**Populations served:**

Adults with intellectual disability

**Location(s) of internship sites:**

Location  
Individual homes are located throughout the area

Accessible by Public Transportation?  
Varies

**General job description of what an intern might do:**

- ✚ Work directly with individuals in supporting social activities and ADL skills.
- ✚ Work with clinical director in oversight capacity, developing data systems, assessment, functional analysis, and planning programs.
- ✚ Work with nurse regarding health care follow along.
- ✚ Follow ISP process from meeting to implementation.

**Your availability:** Varies. Call the contact person below to see if your availability matches Nonotuck's program hours.

**Agency Contact**

John Struth  
Director of Clinical Services and Program Development  
(413) 586-5256 ext. 103  
Fax: (413) 584-2883  
jstruth@nonotuck.com

## Riverside Industries, Inc.

(\*Note that Riverside welcomes interns who are working solely with the agency and interns who are part of the DDS Area Office Clinical Internship program.)

One Cottage St.  
Easthampton, MA 01027  
(413) 527-2711  
www.rsi.org

### Populations served:

Adults with intellectual disability

### Location(s) of internship sites:

Location  
One Cottage St., Easthampton

Accessible by Public Transportation?  
Yes (but it takes a long time from Amherst)

### General job description of what an intern might do):

Riverside's many programs offer a variety of day and employment opportunities at sheltered and enclave sites, as well as in Riverside Arts and its Day Habilitation and Life Enrichment Programs. This internship focuses on the use of ABA skills to help an individual increase a skill or skill set.

- ✚ Work with agency staff to develop interventions that increase a skill or skill set
- ✚ Assist support staff in the implementation of interventions.
- ✚ Learn to summarize data and report on the success of the interventions.

**Your availability:** Riverside is a day program that largely operates during work hours. Some of the vocational programs are on campus or at Amherst College. The workshop and many services are at their Easthampton location. Call the contact person below to see if your availability matches when they are able to accept interns. You will probably need a car if the available option is at the Easthampton site.

**Agency Contact**  
**Andi Holland**  
Program Manager  
413 527 -2711 x 125  
aholland@rsi.org

## ServiceNet, Inc. – Residential Programs

129 King St.  
Northampton MA 01060  
(413) 582-9503  
www.servicenetinc.org

### Populations served:

Adults with intellectual disability and concurrent mental health disorders.

### Location(s) of internship sites:

#### Location

Variety of residential locations in Amherst, Northampton, Easthampton, and Greenfield.

#### Accessible by Public Transportation?

Some can be reached by bus  
Helpful to have a car

### General job description of what an intern might do:

- ✚ Development of a special project to facilitate community membership and/or development of a weekly social group around a special interest of individuals served.
- ✚ Observation of the various types of programs and populations ServiceNet serves.
- ✚ Introduction to different administrative functions of the agency (staff training, documentation, committee work, etc.)

**Your availability:** ServiceNet Residential provides homes throughout the area. Some have people home during the day. Most have people at home only evenings and weekends since residents go off to work or day programs during the day. Call the contact person below to see if your availability matches when the program can accept interns. If you work in a residential program in Amherst, you can probably get there by bus and a short walk. For other homes, you'll need a car.

### Agency Contact

Seth Cassin  
Assistant Division Director  
(413) 582-9503  
scassin@servicenetinc.org

# ❧ DDS Area Office Clinical Internship Program ❧

**(The DDS Coordinator will match you with a site.)**

This internship is intended to provide the opportunity to learn about the various career options for clinicians who work in the area of developmental disabilities. The responsibility for this internship is shared by the Area Office Psychologist and the Clinicians in various agencies. Each intern is supervised by the agency's Clinical Director or a lead clinician (psychologist, social worker, or behavioral specialist) to learn specifically about the clinical treatment of individuals served by that agency.

As with agency internships, this internship is an educational experience for you, and is not meant to provide free staffing for an agency. You are not there to "help out", to run errands or to substitute for paid staff. You should never have sole responsibility for a client, nor should you transport a client in your own vehicle unless an agency staff is also present. You should always feel free to ask for help or to decline assignments that make you feel uncomfortable.

The total commitment is 9 hours a week for 14 weeks or 126 hours for the semester:

- ◆ 3 hour seminar once a week on Mondays from 11:30 – 2:30 at the Northampton Area Office
- ◆ 6 – 7 hours per week placement in a local agency. (It is preferable to plan for two 3- 4 hour blocks or three 2+ hour blocks working in the agency rather than trying to meet the commitment in one 6 or 7 hour day.)

## **Agencies in the clinical program include:**

- ◆ Baroco, Hadley (day habilitation)
- ◆ Behavioral Health Network, Northampton, Amherst, Easthampton (residential programs, respite program)
- ◆ Berkshire Hills Music Academy (residential school for musically gifted teens and young adults who have intellectual disability)
- ◆ The Collaborative for Educational Services (vocational and pre-voc for teens)
- ◆ DDS Office Internship, Northampton (case management)
- ◆ Riverside Industries in Easthampton (vocational program)
- ◆ ServiceNet Clinic (psychotherapy clinic)
- ◆ ServiceNet REACH (Early Intervention Program for children at risk)
- ◆ ThayerCare (day program for elders with and without ID)
- ◆ The United ARC (residential and support services for adults)

## **Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.

Area Office Psychologist

(413) 586-4948 ext. 133

[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## Baroco Corporation\*

(\*Note that Baroco welcomes interns who are working solely with the agency and interns who are part of the DDS Area Office Clinical Internship program.)

195 Russell St.  
Hadley, MA 01035  
413 584 1673

### Populations served:

Adult population with intellectual disability and adults with other developmental disabilities. Most of the individuals served have severe to profound intellectual disability and many are medically complicated as well.

### Location(s) of internship sites:

#### Location

#### Accessible by Public Transportation?

Route 9 in Hadley

yes

### General job description of what an intern might do:

- ✚ Shadow and work along side staff who are working with individuals with severe to profound ID and other developmental or neurological disabilities.
- ✚ Specific job descriptions are negotiated on a case-by-case basis.

**Your availability:** Baroco is a day program that runs from 9:00 – 3:00. You can reach it by bus as there is a bus stop almost across the street from the site in Hadley.

### Contact for all internships in the Clinical Program is:

Marie Hartwell-Walker, Ed.D.  
Area Office Psychologist  
(413) 586-4948 ext. 133  
[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## Behavioral Health Network (Northampton, Amherst, Easthampton)

(\*Note that BHN welcomes interns who are working solely with the agency and interns who are part of the DDS Area Office Clinical Internship program.)

518 Pleasant St., Suite 100  
Northampton, MA 01060  
(413) 582-7961  
www.e-behavioralcare.org

**Supervisor:** Marj Lowry, MA, BCBA  
Clinical Director

### Populations served:

BHN serves a variety of different populations. The programs at the Northampton office serve adults and children with intellectual disability and other developmental disabilities as well as provide advocacy for any person with a disability. BHN provides Family Support, Individual Support, Vocational (Community Day Supports), Residential Services, and Emergency Services in Hampden, Hampshire, Franklin and Northern Worcester Counties.

### Location(s) of internship sites:

#### Location

Residential programs in Easthampton, Northampton, and the Amherst Area.

#### Accessible by Public Transportation?

Many are accessible by bus

### General job description of what an intern might do:

- ✚ Shadow and observe in a residential program
- ✚ Assist with direct service for individuals who live in a residential program.
- ✚ Develop a special project under the direction of the clinical director to help an individual develop or improve a skill
- ✚ Participate in trainings that are provided by BHN professional staff.
- ✚ Specific job descriptions are negotiated on a case-by-case basis

**Your availability:** Residents are usually at work and day programs during the day so you need to be available after 4:00 on weekdays. There are also opportunities for weekend time.

### Contact for all internships in the Clinical Program is:

Marie Hartwell-Walker, Ed.D.  
Area Office Psychologist  
(413) 586-4948 ext. 133  
[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)



## **Berkshire Hills Music Academy**

48 Woodbridge Street

South Hadley, MA 01075

Phone: (413) 540-9720

Fax: (413) 534-3875

Email: [info@berkshirehills.org](mailto:info@berkshirehills.org)

**Supervisor:** Andrea Franz, MSW

### **Populations served:**

BHMA is a residential school for young adults with intellectual disability, ages 18 – 28, most of whom have a diagnosis of Williams Syndrome. Others have a strong interest or talent in music. Students develop their musical talents while at the same time learning and developing their practical and social skills.

### **Location(s) of internship sites:**

#### **Location**

South Hadley

#### **Accessible by Public Transportation?**

yes – through 5 college bus

(The school is walking distance from Mt. Holyoke College.)

### **General job description of what an intern might do:**

- ✚ Specific job descriptions are negotiated on a case-by-case basis.
- ✚ Develop a special project under the direction of the social worker to help an individual develop or improve a skill

**Your availability:** BHMA is a residential school so runs 24/7. If you are a musician, you are encouraged to jam with the students during evenings and weekends and to assist with open microphone events.

### **Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.

Area Office Psychologist

(413) 586-4948 ext. 133

[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

**The Collaborative for Educational Services**  
(formerly known as the Hampshire Educational Collaborative)

**HEC Academy:**

Northampton Schools Special Education Office  
228 Pleasant St.  
Northampton, MA 01060  
584 1664, x 331

**Supervisor:** Alex Chesner, MA, CAGS

**Population served:**

Students ages 11 - 22 who have serious cognitive, developmental and/or physical disabilities and who are served by the local school system.

**Location:**

- + CBWE is based at Northampton H.S.
- + Pre-voc program is at the JFK Middle School

**Available by Public Transportation?**

Yes  
No

**General Job Description**

- + Develop positive relationships with the students
- + Provide 1:1 and small group assistance along side staff in implementing program goals.
- + Opportunity to observe specialists (vision, communication, occupational and physical therapists, reading, etc.) working with the students
- + The Collaborative offers opportunities for professional development

**Your availability:** During the school day, two or three regularly scheduled blocks of time during each week. ( For example: You might be there Tuesday and Thursday mornings from 8:30 – 1:30 or Monday, Wednesday and Friday afternoons from 12:00 – 3:00.) The students need the predictability of knowing when you will be there.

It is possible to get there by bus from UMass but a car would certainly make it easier.

**Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.  
Area Office Psychologist  
(413) 586-4948 ext. 133  
[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## Department of Developmental Services (Franklin/Hampshire Area Office)

### Service Coordination Internship

*(Note: This internship is not always available.)*

1 Roundhouse Plaza  
Northampton, MA 01060  
(413) 586-4948 ext. 130

**Supervisor:** Jeanne Weinraub or Janice Herlihy, MSW

#### **Populations served:**

DDS eligible children and adults

#### **Location(s) of internship sites:**

<u>Location</u>	<u>Accessible by Public Transportation?</u>
Northampton Center 1 Roundhouse Plaza	Yes

#### **General job description of what an intern might do:**

- ✚ Observation of Individual Service Plan Meetings
- ✚ Accompany Area Office Staff to residential and day program sites and meetings with individuals and families.
- ✚ Participate in Area Office planning and administration meetings

**Your availability:** Previous experience in agency work or in the field of disabilities is preferable for students to get maximum benefit from this internship. It is highly desirable that students have a car for this internship.

#### **Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.  
Area Office Psychologist  
(413) 586-4948 ext. 133  
[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## Riverside Industries, Inc.\*

(\*Note that Riverside welcomes interns who are working solely with the agency and interns who are part of the DDS Area Office Clinical Internship program.)

One Cottage St.  
Easthampton, MA 01027  
(413) 527-2711  
www.rsi.org

**Supervisor:** Dave Palmer, PhD  
Clinical Director

**Populations served:**  
Adults with intellectual disability

**Location(s) of internship sites:**

Location  
One Cottage St., Easthampton

Accessible by Public Transportation?

Yes

**General job description of what an intern might do):**

This internship focuses on the use of ABA skills to help an individual increase a skill or skill set.

- ✚ Work with agency staff to develop interventions that increase a skill or skill set
- ✚ Assist support staff in the implementation of interventions.
- ✚ Learn to summarize data and report on the success of the interventions.

**Your availability:** The program runs from 9:00 – 2:00 each day. You’ll need to find 2 – 3 days per week when you can be available for a 2 – 3 hour time block. It’s possible but difficult to get there by bus from UMass. (It can take over an hour to get there.) A car makes it much easier.

**Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.  
Area Office Psychologist  
(413) 586-4948 ext. 133  
[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## **ServiceNet, Inc. – REACH early intervention Program**

100c State Rd. , South Deerfield 01373

413 397 8986

www.servicenetinc.org

**Supervisor** :Darlene Corbett

Program Director

### **Populations served:**

Children, ages 0 – 3 with special needs and their families.

### **Location(s) of internship sites:**

#### **Location**

S. Deerfield Address

#### **Accessible by Public Transportation?**

Must have a car

### **General job description of what an intern might do:**

- ✚ Observe and shadow in an early intervention program
- ✚ Observe and assist in play groups
- ✚ Accompany staff on home visits
- ✚ Develop a special project working with young children and their families

**Your availability:** You need to be available at least two mornings a week to do this internship. You'll need a car since sites are in S. Deerfield and Greenfield.

### **Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.

Area Office Psychologist

(413) 586-4948 ext. 133

[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## ServiceNet, Inc. – Outpatient Clinic

50 Pleasant St.  
Northampton, MA 01060  
www.servicenetinc.org

**Supervisors:** April Stein, M.Ed – Team Leader of the ID Clinical Team  
and Jessica Newman, MSW – Clinical Director of Residential Services

### **Populations served:**

Individuals with dual diagnosis: Intellectual Disability and Mental Illness

### **Location(s) of internship sites:**

**Location**  
ServiceNet Clinic in Northampton  
ServiceNet Clinic in Greenfield  
Residential homes are in Amherst,  
Northampton and/or Greenfield

### **Accessible by Public Transportation?**

Bus service is available from Amherst to Northampton  
No bus service to Greenfield  
Some homes are accessible by bus

### **General job description of what an intern might do:**

- ✚ Observe/participate in staff meetings and group supervision of psychotherapists who serve the ID population
- ✚ Observe and assist in a group home for people with dual diagnosis
- ✚ Observe/participate in group therapy sessions
- ✚ Special projects focused on learning more about psychotherapy for people with ID

**Your availability:** At a minimum, you must be available Tuesday afternoons from 2:30 – 5:00, Wednesday mornings from 9:30 – noon, and Thursday evenings from 5– 7:00 p.m. to do this internship. There are also opportunities to do some hours on the weekends.

You can easily reach the Northampton Clinic by bus from UMass. If you work in a residential program in Amherst, you can probably get there by bus and a short walk. For other homes, you'll need a car.

### **Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.  
Area Office Psychologist  
(413) 586-4948 ext. 133  
[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## ThayerCare

49 Middle St  
Hadley, MA  
413 584 0300

**Supervisor:** Betty Thayer, RN

### **Populations served:**

Senior citizens and other adults with intellectual disability, mental illness, and/or dementia/Alzheimers

### **Location(s) of internship site:**

**Location**

Hadley

**Accessible by Public Transportation?**

yes

### **General job description of what an intern might do (specific descriptions are negotiated on a case-by-case basis):**

- ✚ Opportunity to observe and shadow in a program for elderly individuals
- ✚ Development of a special project, working with specific individuals
- ✚ Excellent opportunity for someone who is interested in geriatric issues or nursing

**Your availability:** The program runs from 9:00 – 2:00 each day. You'll need to find 2 – 3 days per week when you can be available 2 – 4 hours per block. You can reach ThayerCare on the bus from the University.

### **Contact for all internships in the Clinical Program is:**

Marie Hartwell-Walker, Ed.D.

Area Office Psychologist

(413) 586-4948 ext. 133

[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)

## The United Arc (Franklin/Hampshire Counties)

### Residential Program/Adult Services Program

111 Summer St.  
Greenfield, MA 01301  
(413) 774-5558  
www.unitedarc.org

**Supervisor:** Melissa Rowan-Decker, MSW

#### Populations served:

- ✚ Young adults with intellectual disability.
- ✚ Adults with intellectual disability living in group homes.
- ✚ Adults with intellectual disability receiving individual support.

#### Location(s) of internship sites:

<u>Location</u>	<u>Accessible by Public Transportation?</u>
Greenfield, MA	No
Orange/Athol, MA	No

#### General job description of what an intern might do:

- ✚ Job shadowing with adult service staff.
- ✚ Assist in recreational activities for individuals
- ✚ 1:1 work with selected adult consumers.
- ✚ Assist in a variety of special projects and programs.

**Your availability:** Residents are at work and day programs during the day so you need to be available after 4:00 on weekdays. There are also opportunities for weekend time. You will need a car since the ARC is in Greenfield.

#### Contact for all internships in the Clinical Program is:

Marie Hartwell-Walker, Ed.D.  
Area Office Psychologist  
(413) 586-4948 ext. 133  
[marie.hartwell-walker@state.ma.us](mailto:marie.hartwell-walker@state.ma.us)



## CHECKLIST FOR ARRANGING AN INTERNSHIP

Get these steps done as early as possible. The deadline for submitting internship contracts is *one full week* (7 days) before the start of the semester in which you will be interning (These dates are posted on the Registrar's Academic Calendar online). Please abide by this timeline. You cannot start your internship before your contract materials are completed and submitted to all parties listed above. Finishing these tasks earlier rather than later is to your advantage, however, since it can take time to obtain signatures and complete interviews which may be required by the site.

1.  If you are looking for an Agency Internship, choose a site from the approved list and contact the site coordinator.

**OR**

If you are looking for a DDS Clinical Internship, contact D. Hartwell-Walker

2.  Get the Dept. of Psychology contract form for Psych 398F from Dr. Tamara Rahhal.

3.  Write a proposal. This can be brief. A paragraph or two will do it.

4.  Have your faculty sponsor (usually Dr. Rahhal) review your proposal and sign your contract.

5.  Have Dr. Rahhal sign the contract. (Yes, most of the time she signs it twice.)

6.  Have the UMass Field Experience representative sign the contract.

7.  Make **5** copies of your contract and 4 copies of your proposal.

8.  Sign the original contract.

9.  Give Laurie Dove (The Undergraduate Secretary) a copy of the contract only so she can add the course to your schedule.

10.  Give the original contract and proposal to Dr. Tamara Rahhal for record-keeping.

11.  Give copies of the contract and proposal to:

- your faculty sponsor
- the Field Experience Office
- the DDHS Administrative Coordinator, Dana Roth.
- Keep a copy of everything for yourself.

## AT THE COMPLETION OF THE INTERNSHIP

1.  Make 3 copies of your Paper, Journal, Internship evaluation form, and Program Survey Form.

2.  Turn the original set in to Dana Roth (Administrative Coordinator).

3.  Give copies to:

- Your faculty sponsor
- Your internship site supervisor

- Keep one copy for yourself

## **DDHS SPECIALIZATION CHECKLIST**

### **I. TAKE THE THREE CORE COURSES (TAKE IN ANY ORDER)**

- Intellectual Disability: Concepts and Controversies (Psych 480)
- Applied behavior analysis (Psych 581)
- Intellectual Disability and Mental Health (Psych 391)

### **II. DO AT LEAST ONE 3 CREDIT INTERNSHIP**

My Internship Site: \_\_\_\_\_

Optional second internship site: \_\_\_\_\_

### **III. ON COMPLETION OF ALL REQUIREMENTS (Core Courses + Internship)**

- Fill out Program Completion Form.
- Fill out the Program Survey Form
- Submit both the Program Completion Form and the Program Survey Form to the Administrative Coordinator

## DDHS PROGRAM INTERNSHIP EVALUATION FORM

Name: \_\_\_\_\_ Email address: \_\_\_\_\_  
Internship site: \_\_\_\_\_ Internship site supervisor: \_\_\_\_\_

Please provide thoughtful answers to the following questions. We are always working to enhance and improve the internship experience for our students. Your feedback is valuable input into this process.

1. Do you feel you were adequately oriented to your site before beginning to work? Is there anything you think should be added to the orientation period?
  
2. Did someone at the site regularly meet with you to answer questions and mentor you? What was or was not useful about these meetings?
  
3. Were you ever asked to do anything that made you uncomfortable? If so, was your discomfort due to being stretched appropriately in new ways or do you feel that you were asked to do things that were inappropriate for an intern?
  
4. Is there anything you wish you had known before beginning this internship?
  
5. What was the most surprising aspect of this experience?
  
6. What did you learn about yourself during this experience?
  
7. If you could design an internship at this site, what would you want to change/add/drop?
  
8. What is the most important thing you would like another student to know before beginning an internship at this site?

## DDHS PROGRAM SURVEY FORM

Congratulations on completing the Specialization in Developmental Disabilities and Human Services Program! Now that you have finished all of the program requirements, we would like your feedback. Please indicate your level of agreement with the following statements by circling the appropriate number on the scales provided.

1. I found the specialization program to be a valuable experience.

Strongly Disagree 1 2 3 4 5 6 7 Strongly agree

2. I would recommend the program to others interested in the human services field.

Strongly Disagree 1 2 3 4 5 6 7 Strongly agree

3. Overall, I found the required coursework to be relevant and valuable.

Strongly Disagree 1 2 3 4 5 6 7 Strongly agree

4. I found the internship experience to be rewarding.

Strongly Disagree 1 2 3 4 5 6 7 Strongly agree

5. My experience in the program has helped me to make decisions regarding my future career.

Strongly Disagree 1 2 3 4 5 6 7 Strongly agree

6. My experience in the program has made it more likely that I will work with people with developmental disabilities in the future.

Strongly Disagree 1 2 3 4 5 6 7 Strongly agree

7. My experience in the program has made me more likely to do volunteer work with people with developmental disabilities in the future.

Strongly Disagree 1 2 3 4 5 6 7 Strongly agree

8. I intend to pursue further education in the developmental disabilities and human services field.

Yes  No

9. I intend to pursue a career in the developmental disabilities and human services field.

Yes  No

10. I intend to pursue further education, but not in the human services and developmental disabilities field.  Yes  No

If you have any comments or suggestions regarding the program, please write them on this back of this form.

Name: (optional) \_\_\_\_\_

**Please return this survey to Dana Roth, Tobin Hall 640.**

**Specialization in Developmental Disabilities and Human Services**  
**🌀 Program Completion Form 🌀**

**DO NOT HAND IN THIS FORM UNTIL IT IS COMPLETE WITH ALL FINAL GRADES.** It will not be processed if information is missing.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

Do we have permission to contact you at the e-mail address listed above to find out what kind of job you have after graduating and to tell you about job opportunities in the field: No \_\_\_\_\_ Yes \_\_\_\_\_

**COURSEWORK**

<u>Requirement</u>	<u>Grade</u>	<u>Semester Completed</u>
<input type="checkbox"/> PSYCH 391 – Intellectual Disabilities and Mental Health	_____	_____
<input type="checkbox"/> PSYCH 480 – Intellectual Disabilities: Concepts and Controversies	_____	_____
<input type="checkbox"/> PSYCH 581 – Applied Behavior Analysis	_____	_____

**INTERNSHIP**

Grade \_\_\_\_\_ Semester Completed \_\_\_\_\_

Internship Agency

- Association for Community Living
- Almadan
- Baroco Corporation
- Behavioral Health Network
- Department of Developmental Services (DDS)
- May Institute
- Nonotuck Resources Associates
- Riverside Industries
- ServiceNet
- ThayerCare
- United Arc
- Other: \_\_\_\_\_

By signing this form, I attest that I have completed all requirements of the Specialization in Developmental Disabilities and Human Services Program.

\_\_\_\_\_  
Signature

**Mail or deliver completed form to:**

Dana Roth, DDHS Program Coordinator  
Department of Psychology, Tobin Hall 640  
University of Massachusetts  
Amherst, MA 01003  
Direct questions to: dproth@psych.umass.edu