Field Internship Requirements

1. In order to do an internship, you must be available for all scheduled internship hours. Unplanned work, childcare, or other responsibilities do NOT constitute a valid excuse for absence. Internship hours are as follows:
   a. Spring/Fall Semesters: Tuesday, Friday, OR Saturday, 9AM-3PM
   b. Summer/Winter Modules: Tuesday & Wednesday (for 6 weeks), OR Monday, Tuesday, Wednesday, and Thursday (for 3 weeks), 9AM-3PM

2. If you miss more than TWO internship classes (including the orientation) you will receive a FAILING grade for the internship. There are no make ups.

3. Students in the Mental Health and Human Services program are required to complete TWO one-semester internships. Students must fill out a separate internship request form for each semester. Forms should be filled out at least 8 weeks prior to the start of the semester or module when the internship will be taken.

4. Several internship placements require medical documentation and/or specific medical forms. Students are responsible for submitting all required medical documentation before the specified deadline for their particular internship placement.

5. Students requesting an internship are required to include their address, telephone number, email, and the name/phone number of an emergency contact. Students MUST inform staff in the Mental Health and Human Services office if this information changes before they complete their internship (Room D-313, tel: 718-368-5253).

6. There is NO GUARANTEE that all students who request an internship will receive placement for the semester requested. Space in internships is limited, and first preference goes to students closest to graduation.

7. Students are responsible for choosing their internship day (as listed in item 1 above), making sure that they do NOT register for any other classes during the internship hours requested, and that they do NOT register for more than the 8 credits allowable for each module.

8. Students who do NOT list a preference for day of internship on the internship request form will NOT be placed in an internship. If a student’s preference for internship day changes, they MUST notify the mental health and human services office immediately. If they do not, they will lose opportunity to do an internship for the requested semester.

9. Students are registered for internships by staff members in the mental health and human services office. Students with conflicts (i.e., students who have requested an internship but have signed up for another course at the same time as the internship) or stops (i.e., for non-payment or other issues) will be placed on the WAITING LIST for the internship for the semester requested. As a result, it is unlikely that students with conflicts or stops will receive placement for the semester requested.

10. Students must have completed MH11 and either MH31 or another advanced course to be eligible for an internship placement. They must also demonstrate maturity and readiness for field internship responsibilities. Students who have not completed basic courses will NOT be considered for internship placement.

11. Students who fill out an internship request form and then later find that they are unable to do an internship during the semester requested MUST call the mental health and human services office (718-368-5253) as soon as possible so that their spot in the internship can be offered to a student on the waiting list.