

## Mental Health and Human Services Program Internship Application

Once your application has been approved, you will be contacted by the Mental Health office to confirm the day and time of your internship. If you DO NOT return our call and/or if you do not enroll in your class within a week of receiving the "permission code" there is strong possibility that you will be dropped from the class.

### Application Deadlines:

Fall Term: July 1<sup>st</sup>    Winter Term: October 15<sup>th</sup>    Spring Term: January 1<sup>st</sup>    Summer Term: April 15<sup>th</sup>

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Street Address \_\_\_\_\_ Apt# \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Additional Phone \_\_\_\_\_

CURRENT number of credits \_\_\_\_\_ Number of credits needed to graduate \_\_\_\_\_

I'm signing up for 1<sup>st</sup> Internship \_\_\_\_\_ 2<sup>nd</sup> Internship \_\_\_\_\_

**2<sup>nd</sup> Internship ONLY:** What is your current Internship \_\_\_\_\_

Email Address \_\_\_\_\_

CUNY first EMPL ID number \_\_\_\_\_

### Field Sites/Populations Served:

- Menorah Nursing Center (Older Adults)
- Center for New Directions (mental health outreach center)
- Block Institute (developmental disabilities)
- Blue Feather (children with developmental disabilities/special education)
- Project A.C.E (domestic violence awareness & prevention)

Spring 20 _____	Fall 20 _____	Summer 20 _____	Winter 20 _____
Tuesday 9:00AM – 3:00PM	<input type="radio"/>	Tuesday & Wednesday 9:00AM – 3:00 PM	<input type="radio"/>
Wednesday 9:00AM – 3:00PM	<input type="radio"/>	Mon/Tue/Wed/Thu 6:00PM – 9:00PM ONLINE	<input type="radio"/>
Friday 9:00AM – 3:00PM	<input type="radio"/>	Mon/Tue/Wed/Thu 9:00AM – 3:00PM EXPRESS (3 Weeks)	<input type="radio"/>
Tues & Thurs 6:00PM – 9:00PM	<input type="radio"/>		

Internships are limited. If we are unable to accommodate your desired day, please give us a second option:

Second option: \_\_\_\_\_

Students who are flexible in terms of their desired days and times will be given preference.

**Read the following items carefully. PLACE YOUR INITIALS beside each item to acknowledge that you've read this information:**

- Students are expected to attend MH 9801 and MH 9802 at the assigned location ontime every time without distraction. If you have special circumstances that could impact your performance in the internship (work, family/childcare, disability) or any other accommodations you need, you must discuss this with the department BEFORE enrolling in the class.
- Some internships REQUIRE that you complete detailed health forms! You must be able to provide medical documentation if required (having medical insurance is highly recommended).
- The online field class has limited space and students are not guaranteed the option to take an online field class. Only students who are part of the FLEX program PRIOR to applying for their first internship are placed in the online field class. Students who enroll in the FLEX program after applying for the internship will not be guaranteed placement in the online field class.
- Students must take different field placements for their first and second fields to gain different professional experiences within human services. Students are not guaranteed placement into the same field twice.
- Once students are placed in an internship and has enrolled in the class, they cannot switch to a different field class. If your schedule changes and you cannot accommodate the day and time of the field class you are placed in then you will be moved to the following semester.
- Priority is given to students close to graduation. Students who have less than 30 credits will be put on a waitlist and asked to apply for the following semester.

Once you have initialed the points above, and signed and dated the application, please email it to Peter Aiken, MH College Assistant, at [peter.aiken@kbcc.cuny.edu](mailto:peter.aiken@kbcc.cuny.edu).

**Sign here to acknowledge you have read and understood these terms:**

\_\_\_\_\_ **Date:** \_\_\_\_\_