

Mental Health and Human Services Program Internship Application

Once your application has been processed, the Mental Health office will contact you with the day, time, site, and permission to register. You must register within two weeks or you risk losing your seat. Field internship requirements and details are on the MH webpage, <https://www.kbcc.cuny.edu/academicdepartments/alliedhealth/mentalhealth/internships.html>

Application Deadlines:

Fall Term: July 1st Winter Term: October 15th Spring Term: January 1st Summer Term: April 15th

Name (Last) _____ (First) _____

EMPLID number _____ Phone number: _____

Email address: _____ Additional email _____

I plan to graduate (semester and year) _____

I have met the MH requirements for the field internship (circle one): Yes No I don't know

I am a Flex Student(circle one): Yes No I don't know

(Flex students have specific internships not listed below. You will be contacted separately.)

I'm signing up for 1st Internship _____ 2nd Internship _____

2nd Internship ONLY: What is your current internship _____

Field Sites (Populations Served, Borough)

Menorah Nursing Center (Older Adults, Brooklyn)

Center for New Directions (Mental Health Outreach Center, Brooklyn)

Block Institute (Adults and Children with Developmental Disabilities, Brooklyn)

Blue Feather (Children with Developmental Disabilities/Special Education, Brooklyn)

Sarah's Haven (Veterans, Rosedale, Queens)

Spring 20_____	Fall 20_____	Summer 20_____	Winter 20_____
Tuesday (Brooklyn) 9a-3p	<input type="radio"/>	Tuesday & Wednesday (Brooklyn) 9a-3p	<input type="radio"/>
Wednesday (Brooklyn) 9a-3p	<input type="radio"/>	Mon/Tue/Wed/Thu 9a-3p (Brooklyn)	<input type="radio"/>
Wednesday (Queens) 9a-3p	<input type="radio"/>	EXPRESS (3 Weeks)	
Friday (Brooklyn) 9a-3p	<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.
- ☐ All internships are in person.
- ☐ 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 closest to graduation. Students who have at least one semester left may 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 MHfield.internships@kbcc.cuny.edu.

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

Sign: _____ Date: _____