



# Applied Psychology Program Handbook

Fall 2018

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Please also consult our Applied Psychology Community on Blackboard for more information on obtaining clearances, internship sites, transfer opportunities, and career planning.

Other questions? You can contact the Applied Psychology Program Coordinator:

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## Appendix: Forms

Title

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Internship Minimum Age Requirement

Release of Information (for Internship Sites)

Acknowledgement of Requirements and Expectations

Arrest and Conviction Disclosure ([link](#))

Internship Agreement

NCC Injury Report

# Applied Psychology Program Outcomes

Students who complete this program will be able to:

1. Distinguish between normal and abnormal developmental processes and behaviors, and correctly identify these processes and behaviors when observing clients.
2. Demonstrate basic counseling skills (active listening, processing, responding, and expressing empathy) effectively with a client with a neurodevelopmental disorder.
3. Discuss and apply ACA ethical standards and values in a counseling/support staff relationship.
4. Recognize the characteristics of a racially and/or culturally diverse individual (demographic characteristics including gender, race, ethnicity, religion, and socioeconomic status) and identify the potential impact of diversity on client functioning.
5. Conduct interviews to gather information in conjunction with reviewing prior assessment material, to explain the client's current functioning from a developmental perspective and identify the client's strengths, needs, and challenges.
6. Discuss the basic principles of the family systems approach, and evaluate these principles in the context of a client's family situation.
7. Write effective, high-quality progress notes, treatment summaries, and other clinical reports to document treatment.

# Applied Psychology Degree Requirements

*Degree awarded: Associate in Applied Science*

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
<b>First Semester</b>		
CMTH 102	Speech Communication	3
ENGL 101	English I	3
MATH 150	Introductory Statistics	3
PHIL 201	Introduction to Philosophy	3
PSYC 103	Introduction to Psychology	3
		<b>15</b>
<b>Second Semester</b>		
BIOS 105	Contemporary Biology	4
CISC 101	Introduction to Computers	3
ENGL 151L	English II	3

PSYC 235	Developmental Psychopathology	3
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PSYC 258	Developmental Psychology	3
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### **Third Semester**

PSAP 250	Developmental Differences	3
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PSAP 260	Counseling Individuals with Developmental Differences	3
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SOCA 103	Principles of Sociology	3
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_____	Elective	3
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_____	Elective	3
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### **Fourth Semester**

CMTH 215	Intercultural Communication	3
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PSAP 280	Applied Psychology Experiential Learning	3
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SOCA 125	Sociology of Families	3
_____	Elective	3
_____	Elective	3
		<b>15</b>
<b>Total Credits</b>		<b>61</b>

- SPED160 and SPED175 are suggested electives for students planning to work in the school setting
- An Elective must be completed in a Writing Intensive (WI) section

## **PROGRESSION POLICY**

1. A student must maintain a grade of "B" or better in PSYC 235 and PSAP 260.
2. Students must be 18 years of age by the first day of class in PSAP 280.

## **GRADUATION**

Graduation requirements are outlined in the college catalog and available at <http://catalog.northampton.edu/Policies-CollegeAcademic/Graduation.htm> for your review. Students must complete an Application for Graduation at the Main Campus Records Office, the Monroe Campus Enrollment Office or on the web to receive their degree, certificate or diploma. See the College Calendar for the due date for each semester. Commencement exercises are held twice a year in Bethlehem following the fall and spring semesters; August and December graduates should attend the winter ceremony in January.

## **WEATHER INFORMATION/COLLEGE CLOSING**

Changes to the College daily schedule due to inclement weather can be accessed via:

- Radio Announcement
- College's Weather Information line:  
Bethlehem Campus: 610-861-4595  
Monroe Campus: 570-369-1900
- College Website: [www.northampton.edu](http://www.northampton.edu)
- NCC Alerts: registration required; see <http://webapp.northampton.edu/alerts/>

The NCC Alerts system is a notification system that enables the school to send urgent news to your cell phone or email address.

Please follow the announcements relevant to your campus and course type.

- 1) If your campus is closed, and you participate in on-campus classes, there will be no classes that day.
- 2) If your campus opening is delayed, classes on campus will begin when the college opens.
- 3) If you participate in hybrid courses, class is held at the discretion of the instructor. Please consult your course syllabus for instructor-specific policies.
- 4) For PSAP 280 work at your internship site: In the case of campus closing, you can complete work at your internship site for PSAP 280 at your and your site supervisor's discretion. Please contact your site supervisor and make arrangements with your supervisor, following your internship site's expectations.



## **ACA CODE OF ETHICS**

The Applied Psychology Program adheres to the 2014 American Counseling Association Code of Ethics. The complete code is located [here](#).

### **VALUES**

Professional values are an important way of living out an ethical commitment. The following are core professional values of the counseling profession:

1. enhancing human development throughout the lifespan;
2. honoring diversity and embracing a multicultural approach in support of the worth, dignity, potential, and uniqueness of people within their social and cultural contexts;
3. promoting social justice;
4. safeguarding the integrity of the counselor–client relationship; and
5. practicing in a competent and ethical manner.

These professional values provide a conceptual basis for the ethical principles enumerated below.

### **PRINCIPLES**

These principles are the foundation for ethical behavior and decision making.

The fundamental principles of professional ethical behavior are

- autonomy, or fostering the right to control the direction of one’s life;
- nonmaleficence, or avoiding actions that cause harm;
- beneficence, or working for the good of the individual and society by promoting mental health and well-being;
- justice, or treating individuals equitably and fostering fairness and equality;
- fidelity, or honoring commitments and keeping promises, including fulfilling one’s responsibilities of trust in professional relationships; and
- veracity, or dealing truthfully with individuals with whom counselors come into professional contact.

# ESSENTIAL FUNCTIONS

Students admitted to the Applied Psychology program are expected to perform the same essential functions of an employment position as a Therapeutic Staff Support worker. The essential functions are the basic cognitive, psychomotor, and affective activities that are essential to successful completion of the NCC Associate Degree Applied Psychology curriculum. Essential functions are categorized as: sensory (tactile, visual, hearing and smell) communication, psychomotor (gross motor skills, fine motor skills, physical endurance, physical strength, mobility), intellectual and cognitive abilities (reading, arithmetic competence, analytic thinking, and critical thinking), professional and social attributes (interpersonal skills, and communication) and application of legal/ethical principles and professional standards. All students are required to meet these essential functions. Allowing for individual differences, and encouraging program completion for students with a documented disability, the Applied Psychology Program will work with the student and Disability Services to provide any reasonable accommodation to meet these essential functions. Contact the relevant Applied Psychology Coordinator if you have questions regarding these requirements.

## **Sensory**

Applied Psychology students must be able to accurately observe both close at hand and at a distance to learn skills and to make observations. Students must possess functional use of the senses that permit such observation.

### ***Visual:***

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., client in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g. color codes on supplies, charts, clothing)
- Distinguish color intensity (e.g. flushed skin, skin paleness)

**Visual acuity sufficient to:**

- Observe facial expression and changes in skin condition and breathing
- Access client information on computer screens
- Read very fine print on medication labels and clinical documents

**Hearing:**

- Hear normal speaking level sounds (e.g. person-to-person report)
- Hear whispered, faint, unusually pitched, or atypically toned voices
- Hear in situations when not able to see lips (when client faces away)
- Hear auditory alarms (e.g. monitors, fire alarms, call bells)

**Hearing acuity sufficient to:**

- Comprehend speech in people with a communication disorder
- Hear warning signals and alarms

**Smell:**

- Detect odors from client (e.g., vomit, diarrhea, urine, body odor, etc.)
- Detect smoke
- Detect gases or noxious smells

**Smell sufficient to:**

- Detect odors exhibited by body fluids and poor hygiene
- Detect toxic gases in the environment

**Tactile:**

- Feel vibrations
- Feel differences in sizes, shapes
- Detect temperature
- Feel differences in surface characteristics
- Detect environmental temperature

**Tactile ability sufficient to:**

- Detect body movement and temperature
- Assess skin irritation
- Identify objects used with client by touch

## **Communication**

Applied Psychology students must be able to communicate effectively and efficiently in English.

### ***Verbal, Nonverbal, and Written Communication:***

- Teach client and family
- Explain plans, goals, and procedures
- Give oral reports to staff
- Interact with others in person, on the telephone, and on the computer
- Direct activities of others
- Convey information through writing (e.g., progress notes)
- Communicate with patients/clients, family members and health care providers regarding the individual's plan of care.
- Read and comprehend printed materials and documents.
- Document clearly and correctly on client's medical record for legal documentation.
- Transmit information through written documents that use good grammar, syntax, spelling and punctuation.
- Access clinical information via automated information system.
- Clarify the meaning of non-verbal communication.
- Use physical touch as a therapeutic non-verbal intervention.
- Present oral reports.
- Clarify treatment plans and goals.

## **Psychomotor Skills**

Applied Psychology students must have sufficient motor capacities and mobility to execute the various tasks and physical maneuvers that are required within the program. Interns must be able to display motor functioning sufficient to fulfill the roles toward which the program educates.

### ***Gross Motor Skills:***

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders
- Reach below waist (e.g., plug electrical appliance into wall outlets, pick objects up off the floor)
- Institute appropriate physical interventions to ensure client's safety
- Stoop and squat

### ***Fine motor skills:***

- Pick up objects with hands
- Grasp small objects with hands (e.g., teaching materials, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate materials)
- Squeeze with fingers
  - Coordinate eyes and hands/fingers with speed and accuracy to make precise movements when providing client care
- Twist objects with hands
- Pick up or grasp small objects
- Transmit information via electronic means

### ***Physical endurance:***

- Stand (e.g., at client's side for up to 2 hours)
- Sustain repetitive movements
- Maintain physical tolerance (e.g., work entire shift)
- Walk moderate distances (e.g., up to 1 mile)
- Stand/walk to complete clinical day (e.g., 8/12 hour shift)
- Complete assigned clinical practice within an acceptable time period

**Physical strength:**

- Push and pull 50 pounds (e.g., position clients)
- Support 50 pounds of weight (e.g., ambulate client)
- Lift 50 pounds to waist level (e.g., pick up a child, transfer client)
- Move objects weighing up to 20 pounds (e.g., clinical materials)
- Use upper body strength (e.g., physically contain a client)
- Position clients
- Assist with ambulation

**Mobility:**

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk
- Maneuver in small spaces\*
- Move independently from room to room
- Twist, bend, stoop, engage in procedures and direct client care

\*While behavioral health care agencies must meet ADA physical access standards, potential clients and equipment may limit the amount of available space in which to move.

**Intellectual and Cognitive Abilities**

Applied Psychology students must be able to measure, calculate, reason, analyze, integrate, remember and apply information. Creative problem-solving and clinical reasoning require all of these intellectual abilities.

**Reading:**

- Read and understand written documents
- Read and understand English printed documents (e.g., policies, protocols, standards of care)
- Read measurement marks

**Arithmetic Competence:**

- Read and understand columns of writing (e.g., flow sheet, charts)
- Read digital displays
- Read graphic printouts
- Tell time
- Measure time (e.g., count fifteen-minute intervals, etc.)
- Use measuring tools (e.g., ruler)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Use a calculator
- Write numbers in records

**Analytical Thinking:**

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory
  - Handle multiple tasks and problem solve simultaneously
- Assimilate and apply knowledge acquired from multiple learning experiences
- Seek supervision and consultation in a timely manner

**Critical Thinking:**

- Identify cause-effect relationships
- Integrate knowledge and skills
- Sequence information
- Utilize assessment data in determining appropriate interventions
- Prioritize tasks
- Comprehend and apply abstract concepts

## **Professional and Social Attributes**

Applied Psychology students must exercise good judgment and promptly complete all responsibilities required in the program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence and motivation are requisite for the programs.

### ***Interpersonal Skills:***

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers
- Function as a member of an interdisciplinary team (e.g., consult, negotiate, share)
- Participate in partnered and group efforts in classroom and clinical learning activities
- Practice in a manner that is nonjudgmental and non-discriminatory
- Interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds

### ***Emotional Stability:***

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on tasks
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)
- Function effectively under stress
- Assume responsibility/ accountability for own actions
- Provide patient/family with emotional support
- Adapt effectively to changing environments and increasing tension levels in a variety of situations (e.g., learning, client care, emergencies)



## **Application of Legal/Ethical Principles and Professional Standards**

Applied Psychology students must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealing with others. The Applied Psychology program requires personal integrity and the adherence to standards that reflect the values and functions of the profession. (NCC Policy on Student Professional Conduct <http://catalog.northampton.edu/Policies-CollegeAcademic/Policy-on-Student-ProfessionalConduct.htm>)

### ***Ethical Stance:***

- Demonstrate the application of the American Counseling Association Code of Ethics to clinical practice
- Adhere to the practice standards of the counseling profession
- Adhere to the legal/ethical standards for therapeutic support staff
- Apply negotiation and mediation skills in ethical decision making
- Reflect the values of the profession in their practice
- Demonstrate accountability for one's own practice
- Take action to protect the public from the unsafe, illegal or unethical practice of others
- Participate in the legal/regulatory/ social policy processes that influence behavioral health care and counseling practice
- Act as a moral agent in the practice of therapeutic support
- Abide by professional standards of practice regarding mandated reporting
- Abide by professional standards regarding duties to protect and warn
- Demonstrate ethical and professional attitudes and conduct
- Assist individuals and families in significant life decisions
- Participate in ethics consultation and training regarding clients receiving care
- Advocate for the welfare of individuals and groups
- Practice in a manner that preserves/protects client autonomy, dignity and rights
- Act as a client advocate
- Maintain client confidentiality

## ATTENDANCE POLICY

The Applied Psychology program follows the guidelines for attendance outlined in the college catalog at <http://catalog.northampton.edu/policies-collegeacademic/attendance-policy.htm>

“Class attendance and engagement in the learning process are critical factors in determining students’ success in their courses. NCC students are expected to attend all class sessions of courses in which they are enrolled, and are responsible for all material presented in class sessions of these courses. However, a student who misses class more than twice the number of weekly meetings of the class\* (or the equivalent in short term courses) may be withdrawn from the course by the Instructor. Students who are withdrawn for poor attendance will receive a grade of W. Faculty may issue a withdrawal through the first 90% of the semester (14th week or equivalent in short term classes\*). After the 90% period, a student may not withdraw or be withdrawn”.

**Absence:** Applied Psychology students are expected to attend all classes in which they are enrolled and are responsible for all material presented therein. Regular attendance is essential for successful completion of the program. Absences will be monitored by faculty. Students who are absent for more than is allowed for the type of course in which they are enrolled or who cannot meet the course objectives because of excessive absences will be withdrawn from the class. Absences may include, but are not limited to tardiness, unreported absence, scheduled vacation or events, and excessive undocumented illness. If it is determined that the student will be unable to meet the course objectives within the assigned time frame, a meeting will be conducted with the student to explore academic options.

**On-Campus Course Attendance Policy:** You are expected to attend all Face-to-Face (F2F) class meetings and completed all assignments. Students may be withdrawn from the course if they are absent for more than twice the weekly class meetings through the semester (e.g., if class meets twice per week, more than 4 class absences is grounds for withdrawal from the course).

**Hybrid Course Attendance Policy:** You are expected to attend all Face-to-Face class meetings (F2F) and complete all online course requirements in Blackboard. In addition, you are expected to come to class prepared. Hybrid courses require both F2F and online attendance/participation. Students may be withdrawn from the course if they are absent for more than 2 F2F meetings or if they do not participate in online assignments for two consecutive weeks or have some combination of the two.

**Online Course Attendance Policy:** In an internet-based distance learning course, a student is considered to have missed the equivalent of more than twice the number of weekly meetings of a traditional classroom course in a consecutive two-week period if there has been no participation by the student in the class through submission of assignments, participation in discussion forums or contact with the professor in any way during the period.

**Class Participation Policy:** Students will not be graded on attendance; however, students will be graded on class participation (both F2F and online).

**Internship Attendance Policy:** Student absence at internship sites during the agreed upon internship schedule should occur for emergencies only. The site supervisor reserves the right to dismiss an intern from internship who repeatedly fails to be present at the internship site at the agreed upon internship schedule. Dismissal from an internship site will require the student to repeat the PSAP 280 course.

**Tardiness Policy:** Students are expected to report to class and the internship site on time to be mentally and physically prepared to participate at the scheduled time. Tardiness is disruptive to faculty, students, staff, and clients, and will not be tolerated.

**Notification Expectations:** In the event that tardiness or absence from class or the internship site is necessary, the student must contact the professor and/or site supervisor as soon as possible. Every attempt should be made to notify the professor and/or supervisor before the start of class/ internship hours. Failure to directly notify faculty and/or site supervisor of impending absence or tardiness may impact the student's grade or progress in the course.

**Procedure to Appeal a Forced Withdrawal:** Students who are withdrawn from the course for lack of attendance may appeal the enforced withdrawal to the instructor. If the instructor agrees to reinstate the student, (s)he will be required to complete a reinstatement form and return it directly to the Vice President for Student Affairs. If the appeal is denied, the student may speak with the appropriate academic dean and/or the Vice President for Student Affairs. Further discussion may take place with the faculty member, but the final decision on withdrawal rests with the faculty member.

## GRADING

Grades represent the individual student's mastery of program knowledge and skills. Grades for all Applied Psychology courses are assigned a letter grade corresponding to the scale below.

POINTS FOR LETTER GRADES	
940+	A
900 - 939	A-
870 - 899	B+
840 - 869	B
800 - 839	B-
770 - 799	C+
740 - 769	C
700 - 739	C-
670 - 699	D+
640 - 669	D
<640	F

1. A minimum grade of B is required to satisfactorily complete PSYC 235 and PSAP 260. Failure to achieve a satisfactory grade in these courses prohibits progression to the next level course.
2. Achievement of program *skills* objectives is evaluated via course-specific clinical evaluation tools on a pass/fail basis.
3. In courses that require mastery of both knowledge and clinical skills (PSAP 250, 260 and 280), students must demonstrate mastery of those skills to successfully complete the course.
4. In PSAP 280, students must complete a minimum of 150 hours work at their internship site in order to successfully complete the course. Students who complete less than 150 hours will receive a failing grade in the course, regardless of their performance on any other component of the course.

Grade appeals will follow the process as outlined in the College catalog. The policy can be accessed on the web at:

<http://catalog.northampton.edu/policies-collegeacademic/appeals.htm>

## BACKGROUND CHECKS

Upon enrollment in the Applied Psychology program, students are required to submit results of Pennsylvania State Police, FBI criminal background checks and Pennsylvania Child and Elder Abuse History Clearances to the Applied Psychology Program for review, through My Record Tracker. All background checks must be submitted and be reviewed by the Applied Psychology Coordinator before a student is eligible to participate in PSAP 280.

Registration in PSAP 280 is considered conditional pending evaluation of the background checks. Students with a positive Child Abuse History **are not eligible** for enrolling in PSAP 280. PA State Police and FBI Criminal History Check results are reviewed on a case by case basis.

All convictions and pending or new charges known to the program applicant must be reported to the Applied Psychology Coordinator. These include all felony and misdemeanor convictions. In these circumstances, the student's eligibility to continue in the program will be re-evaluated.

Please be advised that individual internship sites may apply their own standards to determine what convictions would disqualify a candidate for eligibility for internship. Also, a student with a positive background check who completes the program is not guaranteed employment in the field upon graduation.

## **INTERNSHIP: INTRODUCTION**

The PSAP Experiential Learning internship is the final step in your training as an Applied Psychology student at Northampton Community College. This is an opportunity for you to apply your knowledge of human development, psychopathology, counseling skills, and counseling values and ethics in a clinical setting. You are undertaking a serious professional responsibility, working with diverse client populations in school and community settings. You will interact with clients and analyze assessment information to evaluate clients' strengths, needs and challenges.

You are not in this experience alone. During your internship, you will be supervised by a qualified and experienced professional at the internship site. This person will serve as your On-Site Supervisor and meet with you each week for individual supervision. Additionally, you will attend a weekly internship class with an NCC professor serving as your internship instructor. The class offers group supervision during which you receive feedback both from the internship instructor and from fellow internship students.

### **PREPARING FOR YOUR INTERNSHIP EXPERIENCE**

Preparing yourself for internship requires more than a belief that "I've completed my course work and can now enroll for the class." Completing an internship, particularly if you're still working another job full or part-time, requires serious consideration of how you can 1) complete the necessary hours; 2) complete those hours in a way that allows you to give your full attention to your training; and 3) complete the hours and not feel overwhelmed that the stress interferes with your training. The items below relate to some aspects of preparing yourself for internship; read each one and check it as "completed" after you have given it careful consideration and believe that you have prepared adequately for that item.

Student should be able to endorse the following items:

\_\_\_\_\_ I am at least 18 years of age.

\_\_\_\_\_ I'm confident that I have the requisite knowledge to work with clients

\_\_\_\_\_ I can work the requisite 10 hours per week on site in addition to my current work, school, and personal schedule

\_\_\_\_\_ I can begin to spend time interviewing with potential placement sites

\_\_\_\_\_ I am prepared emotionally to deal with the additional responsibilities and stress that often accompany an Internship experience

## **CODE OF CONDUCT**

The rigorous discipline of applied psychology demands that Applied Psychology students fully engage in the learning and role formation necessary to become a professional therapeutic support staff. Classroom and clinical education is of paramount importance for this transformation. Because the focus of our study is the human person, our behaviors, even as learners, must demonstrate values of academic honesty, accountability, compassion, commitment, and adherence to legal, ethical, and professional standards both in the classroom and the clinical agency.

### **Academic Honesty**

Inherent to these professional behaviors is the simple expectation that each student's work, except where documented, is wholly self-generated; and, that each student's assignments, assessments, quizzes and examinations are performed without unfair or illegal advantage. The Applied Psychology student will have access to numerous learning materials created by the instructor specifically for this program. Use of any materials not distributed by Applied Psychology faculty during the time frame of student's enrollment in the course may be a violation of the college's Academic Honesty Policy. It is the student's responsibility to obtain verification from the instructor whether or not these materials may be used without penalty.

Applied Psychology students enter into trust-based relationships with clients, peers, faculty and agency staff for the purpose of providing care to vulnerable persons. Therefore, Applied Psychology students have a high duty to ensure the integrity of their own academic preparation, as well as the integrity of the Applied Psychology Program. Specific examples of personal violations of academic honesty are listed below. Penalties for personal violations many include course failure. If the student has knowledge that professional trust has been broken and/ or that the integrity of an experience, assignment, assessment, test, or examination has been violated, the Applied Psychology student is expected to notify the faculty or Dean of Students.

Examples of student violations:

- Use of unauthorized materials during an assessment, quiz, test or examination.
- Providing or receiving unauthorized assistance during an assessment, quiz, test or examination.



- Practicing any form of deceit in an assessment, quiz, test, examination or paper.
- Posing as another student or allowing another student to pose as one's self during an assessment, test, examination or clinical assignment. This violation includes on- line assignments, assessments, tests and examinations.
- Recording, transcribing, using or distributing any part of a previously administered assessment, quiz, test or examination.
- Buying, selling, improperly obtaining or using any assessment, test or examination in advance of its administration.

## **Professionalism**

The NCC Applied Psychology student is expected to abide by the requirements and policies contained in the Applied Psychology Program Handbook. Specifically, the Applied Psychology student will abide by the following expectations:

- The student will attend all classroom and clinical experiences.
- The student will be prepared for all classroom and clinical experiences.
  - The student will communicate and interact with others in a respectful, professional manner.
- Students are expected to respect one another and the faculty. Students understand that only one person speaks at a time during classroom experiences.
- The student understands that foul language or sexually explicit language or comments will not be tolerated in the classroom or clinical setting.
- The student will also agree to avoid the use of foul or sexually explicit language or comments in conversation or in the form of written communication (email).
- Any student engaging in aggressive, disrespectful, unethical or sexual harassing behavior toward any person encountered through this course of study, including patients, peers, staff persons, visitors or faculty will be directed to leave or be escorted off the NCC campus by security. This behavior will also require a conference with faculty and the Applied Psychology Coordinator, as well as the Dean of Students.
- Cell phones are expected to be used for professional purposes only during clinical experiences.

Student will know and follow the internship site's policies for social media use.

### **Responsibility for Learning**

The student will assume responsibility for their own learning.

Students are expected to check blackboard and their Northampton e-mail on a daily basis. Important announcements may be posted on blackboard at any given time and it is the expectation that students take responsibility for their education and periodically check the course blackboard site and/or their Northampton e-mail account.

The student understands that the course faculty cannot cover every detail of theoretical knowledge in the classroom or online setting. The student is responsible for reading and understanding theory discussed in the course textbook and supplemental readings provided by the faculty.

The student understands that all written work be submitted as determined by faculty. Work not submitted as directed will not be accepted.

This document has been prepared so that every student enrolled in the Applied Psychology program at Northampton Community College will understand what is expected regarding classroom and clinical conduct. The student must understand that failure to comply with these stated expectations will have a negative impact on his or her overall course grade and may also affect progression in the Applied Psychology Program.

# INTERNSHIP REQUIREMENTS AND RESPONSIBILITIES

## Hours Requirements

- Over course of the semester, students must spend a minimum of **150 hours** at the internship site.
  - Over 15 weeks, this amounts to **10 hours per week**.
  - Seventy percent (70%) of these hours should be spent working directly with clients, amounting to 7 of your 10 hours per week.

## Client Requirements

Students must work directly with individuals diagnosed with neurodevelopmental disorders (e.g. autism spectrum disorder, intellectual disability, attention-deficit hyperactivity disorder, learning disorders, language disorders, tic/motor disorders).

A minimum of 70% of the internship hours (105 of 150 hours) must be spent working directly with clients.

## Supervisor Requirements

A supervisor must be assigned to you at the internship site. The supervisor must be in a position of authority over the clients with whom the student will work. **Weekly contact with the site supervisor is required.**

## Required Documentation Prior to Start of Internship

1. Clearances
  - FBI Federal Criminal History Record (Act 114)
  - The Pennsylvania State Police Criminal Records Check (Act 34)
  - Pennsylvania Child Abuse History Clearance (Act 151)
2. Forms/Documents (see Appendix for forms)
  - Internship Minimum Age Requirement
  - Copy of photo ID (NCC ID, state-issued, drivers license)
  - Applied Psychology Internship Site Release of Information Form
  - Arrest or Conviction Form, as relevant
  - Internship Agreement Form
  - Acknowledgement of Requirements and Expectations
  - Release of Information for Internship Sites

3. Passing Quiz Scores (80% or better)
  - Duty to Protect and Warn
  - Privacy Laws
4. Health Verification Requirements
  - varicella, MMR immunization records
  - Tetanus (TDap)
  - Hep B immunizations plus quantitative surface antibody test
  - TB Quantiferon or skin test within 3 months of start
  - Flu Immunization
  - Physical
  - Drug Screen within 30 days of start (NCC completes this—students should not do this independently)
5. Insurance (must be active at start and throughout internship)
  - Health insurance  
All students are required by the College to carry health insurance during the PSAP 280 course. If a student changes insurance carriers during enrollment in the program, the new carrier information must be forwarded to the Health and Wellness Center. Failure to comply with this requirement will result in an immediate withdrawal from the program.
  - Malpractice insurance  
NCC provides students enrolled in PSAP 280 with malpractice insurance through HPSO. No additional insurance is required, though students can opt to increase their coverage independently. Following is a link to purchase additional insurance if you wish to do so.  
<http://www.hpsso.com>

## **Responsibilities of Students**

1. Attend all PSAP 280 course meetings.
2. Complete and submit all required documentation at the appropriate junctures in the Applied Psychology program.
3. Actively work with the Applied Psychology instructor and/or Program Coordinator to obtain an approved internship placement by the deadline.
4. Maintain open communication with the Applied Psychology Program Coordinator regarding responsibilities and progress in the Applied Psychology program.

5. Address any problems or concerns at NCC or the internship site with the Applied Psychology Program Coordinator, as soon as reasonably possible after the problem or concern becomes evident.
6. Follow the professional standards outlined in the American Counseling Association Code of Ethics and the Code of Professional and Ethical Conduct for Student Interns. Failure to comply with these expectations may result in disciplinary action up to and including program dismissal.
  - <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

### **Responsibilities of the Internship Site Coordinator**

1. Provides an internship experience that is consonant with the goals of the Applied Psychology Program.
2. Identifies a site supervisor within the organization for each student intern. That supervisor shall provide consistent supervision for the student for the duration of the internship.
3. Provides a written job description for each student prior to the commencement of the internship, which includes specific activities and expectations.
4. Provides orientation and training for student interns.
5. Provides meaningful internship activities for the 10 hours per week students are present at the internship site.
6. Completes all forms required by NCC.
7. Notifies the Applied Psychology Program Coordinator if a student intern fails to report for assigned hours, suffers extended illness, resigns, or is/will be terminated because of unsatisfactory progress, interest, or conduct.
8. Provides a safe and hazard-free work environment.
9. Supports the student interns' adherence to the ACA Code of Ethics and do not require interns to perform behavior that is inconsistent with this code.
10. Adheres to federal and state regulations governing the employment of internship students established by law.
11. Selects students without regard to race, color, religion, sex, age, handicap condition, national origin, veteran status, or LGBT status.

## **Responsibilities of Applied Psychology Program Coordinators**

1. Assist students in obtaining an internship (provide students with information about approved internship sites, monitor student's progress with applying for and obtaining an internship).
2. Serve as a liaison between the student and internship site. Oversee the completion of relevant documentation completed by the student and internship coordinator. Address and work cooperatively with both the student and internship site to resolve any problems or concerns that may arise during the course of the internship.
3. Monitor student progress through the internship.
4. Continuously develop internship sites for the program. Make a minimum of one site visit per placement period to each active internship site. Provide feedback and follow-up to the internship site coordinator, as appropriate.
5. Ensure the coordination of on-site work and academic experience of each student to ensure maximum student benefit.

# Applied Psychology Program Confidentiality Policy

Confidentiality is a client's right and the responsibility of the Applied Psychology student, and behavioral health care team members. Any information in written, oral, or electronic form about a client's physical, emotional, or mental health or treatment is considered confidential and should be shared only in a private area among behavioral healthcare providers involved in the care and treatment of the client. This information must be handled discretely and privately and protected against theft, loss, or inappropriate disclosure.

Applied Psychology students, by virtue of the educational process, will routinely have access to protected health information (PHI) of clients under their care at a variety of clinical agencies. In accordance with the requirements of the Health Insurance Portability and Accountability Act of 1996, Applied Psychology students will participate in annual educational review sessions regarding confidentiality and HIPAA regulations. Documentation of participation in the review sessions will be retained in the student's file. Students sign a confidentiality agreement at the start of the PSAP 280 course in the Applied Psychology program which is retained in their file. Students will comply with the Confidentiality Policies and HIPAA regulations at the clinical internship site where they are assigned.

Assignments that include client-related information must be handled securely to avoid unnecessary or inadvertent disclosure and will not include client identifying information. Student-written progress notes will also not include identifying information.

Students suspected of violating patient confidentiality will be suspended from their internship site and an investigation will be conducted by the Applied Psychology Coordinator. A student found to have violated patient confidentiality will be subject to disciplinary action, up to and including dismissal from the program.

As an Applied Psychology intern, you are expected to know and comply with your internship site's privacy standards. While each organization may vary a little bit with regard to some specifics, these general guidelines will apply to all organizations:

1. Unless you are speaking to your site supervisor at your internship site, do not refer to your client by name. When you are speaking/writing to other professionals and refer to your client, you should use your client's initials. This preserves the person's privacy. **Use initials only.**
2. Never, under any circumstances, discuss your client outside of your internship site or class. Information that is known as "identifying

information"-- specifics about your client that would enable someone else to identify the client-- should always be protected. **What happens at the internship, stays at the internship.**

- 3.** Always write progress notes for class using the client's initials only.
- 4.** Do not leave any paperwork with any identifying information about your client in a place where someone could accidentally view it, or it could easily get lost. **Keep information covered, keep it secure.**



## Requirements in the PSAP 280 Course

**Because this is an experiential learning course, there are eight (8) specific requirements regarding attendance, conduct, and participation at the experiential learning site:**

(1) Students in this course are required to complete a minimum of 150 hours of approved work at their chosen experiential learning site. **Students who complete less than 150 hours will receive a failing grade in the course, regardless of their performance on any other component of the course.** Students will submit a completed hours log, signed by their site supervisor, at the required junctures in the course.

(2) Students must successfully obtain an experiential learning site placement, with signed verification of the Internship Agreement form, by the first week of December prior to the start of the spring semester in which they will be completing PSAP 280. If a situation occurs where the initial experiential learning site placement is cancelled by the internship site after the December date, the student must obtain a new placement by the start of the 3<sup>rd</sup> class meeting. **Students who have not obtained an experiential learning placement and submitted verification of such to their professor by this deadline, will be withdrawn from the course.**

(3) Students must submit proof of individual malpractice insurance for minimum coverage of \$1,000,000/\$3,000,000 by the first week of December prior to the start of the spring semester in which they will be completing PSAP 280.

(4) Students will follow the American Counseling Association (ACA) Ethical Code in all activities related to this experiential learning course, including all activities at the experiential learning site, face-to-face class meetings, and online activities on Blackboard.

(5) Students will immediately report any event(s) that the student witnesses that (a) may be physically or psychologically harmful to the client, (b) creates an ethical concern for the student, (c) suggests that the client may be in danger of harming him/herself or others, or (d) indicates that a report of suspected abuse will need to be made to ChildLine, immediately to their site supervisor, prior to leaving the experiential learning site that day. Should the supervisor be unavailable, the student will immediately follow the procedure determined in their back-up plan ("Plan B" as documented on

Blackboard after the 2<sup>nd</sup> class). The student must also notify the professor by email as soon as reasonably possible, but absolutely within 24 hours of the event. While it is expected that these events will be managed by the site supervisor, the course professor must remain continuously informed of the step(s) taken to resolve the situation.

(6) Students will submit three "Site Supervisor Evaluation of Student" forms at the required junctures in the course. **Students are expected to obtain a minimum average score of 4.0 on all 4 areas on each evaluation form (Professionalism, Knowledge, Skills, and Personal Development).**

(7) Your professor will be performing two site visits, either in person or virtually, corresponding to the due dates for the "Site Supervisor Evaluation of Student" forms, to review your progress with your site supervisor. Students who obtain less than a 4.0 on any of the 4 areas on one of the first two "Site Supervisor Evaluation of Student" forms will be required to meet with a professor and complete a remediation plan. The student will then have two weeks to alter their performance at the experiential learning site. At the conclusion of the two-week period, one of the professors will consult with the site supervisor to assess the student's progress. If the progress is satisfactory, then the remediation plan will be terminated. If the progress is not satisfactory, the remediation plan will be renewed and the process will repeat. Should the student receive less than a 4.0 average score in one or more areas of the third "Site Supervisor Evaluation of Student" form, the student will be required to meet with a professor to review the student's progress. Written documentation will then be placed in the student's academic file. **Students should note that failure to obtain satisfactory progress on the first remediation plan, or scores of less than a 4.0 average on the third "Site Supervisor Evaluation of Student" form may result in that information being shared on future employment recommendations.**

8. Students will submit their "Student Evaluation of Site" form at the required juncture in the course.

## Applied Psychology Program Remediation Policy

Students will submit three "Site Supervisor Evaluation of Student" forms at the required junctures in the PSAP 280 course. **Students are expected to obtain a minimum average score of 4.0 on all 4 areas on each evaluation form (Professionalism, Knowledge, Skills, and Personal Development).**

Faculty will perform two site visits, corresponding to the due dates for the "Site Supervisor Evaluation of Student" forms, to review student progress with the internship site supervisor. Students who obtain less than a 4.0 on any of the 4 areas on one of the first two "Site Supervisor Evaluation of Student" forms will be required to meet with the PSAP 280 professor and complete a remediation plan. The student will then have two weeks to alter their performance at the experiential learning site. At the conclusion of the two week period, the professor will consult with the site supervisor to assess the student's progress. If the progress is satisfactory, then the remediation plan will be terminated. If the progress is not satisfactory, a new remediation plan will be developed and the process will repeat. Should the student receive less than a 4.0 average score in one or more areas of the third "Site Supervisor Evaluation of Student" form, the student will be required to meet with a professor to review the student's progress. Written documentation will then be placed in the student's academic file. Students who fail to obtain satisfactory progress on the first remediation plan, or scores of less than a 4.0 average on the third "Site Supervisor Evaluation of Student" form may experience one or more of the following:

- 1) A reduced final grade in the PSAP 280 course. Refer to your PSAP 280 course syllabus for details on how the site supervisor evaluations impact your final grade calculation.
- 2) Faculty may share information on student performance at the internship on future employment recommendations.

## Duty To Protect/ Duty to Warn in PSAP 280

There are two noteworthy situations in which a client's right to privacy is immediately overruled, for the client's safety. As an Applied Psychology intern, you must also know and comply with these mandatory reporting procedures:

1. **Duty to Protect:** You have an obligation to protect people who can't protect themselves. Three specific categories are minors, people with disabilities, and the elderly. By definition, your clients will fall into these protected categories. This means that you have an obligation to report suspected abuse/neglect. Follow all reporting rules for the Applied Psychology Program, without exception, without delay. These rules are consistent with Pennsylvania's requirements for mandated reporters.

2. **Duty to Warn:** You have an obligation to protect your client from him/herself and others. If your client is expressing thoughts of harming him/herself, or of harming someone else, you must report this immediately. Again, follow all reporting rules for the Applied Psychology Program, without exception, without delay.

Reporting requirements fall under the ACA Code's "Duty to Protect." Students will immediately report any event(s) that the student witnesses that:

- (a) may be physically or psychologically harmful to the client,
- (b) creates an ethical concern for the student,
- (c) suggests that the client may be in danger of harming him/herself or others, or
- (d) indicates that a report of suspected abuse will need to be made to ChildLine.

Students report the information immediately to their site supervisor, prior to leaving the experiential learning site that day. If reporting involves a call to ChildLine, the students must do so without delay.

Students will develop a back-up plan for times when their clinical supervisor may not be available. Should the supervisor be unavailable when a reportable event occurs, the student will immediately follow the procedure determined in their back-up plan.

## **PSAP 280 Dress Code**

As a student in the Applied Psychology program, you are expected to comply with the Applied Psychology dress code whenever you are working at your internship site. The internship site has the authority to deny access to the internship site if a student does not adhere to the dress code. The dress code is gender-neutral and has been designed to consider both professional appearance and intern/client safety.

### **Clothing**

- Clothing should be neat and clean, unwrinkled and unstained. Clothing should not be ripped, torn, or showing signs of excessive wear.
- Shirts should not be excessively snug or low-cut. Fabric should not be see-through. Shirts should not have images or sayings, with the exclusion of small brand logos.
- Shirts must cover the abdomen and lower back areas. Shirts may be sleeveless but must cover the shoulders.
- Shirts should allow for freedom of movement, so that the wearer can bend, stretch, and rotate arms without constriction, revealing skin, or risk of catching loose fabric. Shirts with hoods are prohibited.
- Pants (capri length, cropped, or full length) should be worn. No shorts, skirts, kilts, or dresses.\* Pants should allow for freedom of movement so that the wearer can bend, stretch, rotate legs, and run in them.
- Pant material should be sufficiently sturdy for the active nature of the position. Pants made of lycra (e.g., yoga pants) are prohibited.
- Undergarments should not be visible.

### **Footwear**

- Shoes should be sturdy with closed toes and heels; no heels above 1".
- Shoes should allow for freedom of movement so that the wearer can comfortably squat, bend, walk, and run for short distances. Shoes should be sufficiently secured on the foot so that they will not come loose if the wearer must move quickly without warning. "Activewear" shoes are strongly suggested.

### **Hair**

- Hair should be neat and clean. It should not be styled in a way that obscures vision.
- Hair longer than shoulder length should be secured; ponytails are prohibited.
- Nothing should be used as a hair accessory that can easily be grabbed.

## **Jewelry, Nails, Makeup, and Scent**

- Jewelry is limited to stud earrings and simple band rings. No dangling earrings, necklaces, bracelets, or anklets.
- Neck ties, scarves, and bandannas are prohibited.\*
- Simple belts are acceptable.
- False eyelashes are prohibited.
- Finger nails must not protrude beyond the finger tips and should not have a pointed tip.
- Perfume, cologne, strongly scented body sprays or washes should not be used.
- No tobacco or marijuana smoke odor.
- Students should have good personal hygiene and use deodorant. No body odor.
- Watches with snug adjustable bands are acceptable. Watches on a loose band that can turn or that dangle are prohibited.

## **Tattoos and Piercings**

- Visible body piercings including but not limited to eyebrow, lip, tongue, cheek and nose must be removed..
- Tattoos must be completely covered.^
- Ear gauges must be plugged with plugs matching skin tone.

\* Exceptions will be made for dress code variations for religious reasons. However, the student should make clothing decisions that maximize safety. For example, dresses should allow for adequate mobility; scarves should be worn tight to the head so they cannot be grabbed.

^ Internship sites vary on their specific requirements for covering tattoos. Students with visible tattoos should review the policy with the prospective internship sites before pursuing placement for internship.

Please see the Applied Psychology Coordinator for guidance on exceptions to the dress code.

## **Applied Psychology Internship Injury Reporting Procedure**

Students who incur an accident, incident, or occupational exposure at the internship site must follow the protocols of that organization and report same to the College Health Center for appropriate follow-up. Students are financially responsible for any medical care received at the internship site or for any medical follow-up necessitated by the injury.

Students should contact their PSAP 280 professor and/or the Applied Psychology Coordinator by phone, leaving a voicemail if necessary, to notify of an injury as soon as reasonably possible but no later than the beginning of the next business day after the injury occurred. Students should then complete the Northampton Community College Injury Report form (located in the Appendix of this handbook) and submit it to their PSAP 280 professor/Applied Psychology Coordinator either in person or via email no later than the beginning of the next business day after the injury occurred.

## Equal Opportunity Statement

Northampton Community College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability or age in its programs or activities. If you require accommodations for College events, contact the Office for Disability Services, 610-861-5342 or TTY/TDD 610-861-5351, at least one week prior to your planned visit.

You can view NCC's full policy [here](#).

## Commitment to Diversity

Northampton is a diverse college of learners and teachers. We are proud to be a leader among community colleges in recognizing the richness and value of all of the varying cultures of our academic community.

### Position Statement on Diversity

We encourage and support equity in our educational programs, policies, campus life, employment, extracurricular activities and community involvement. In our efforts to value diverse voices and perspectives, we strive to:

- Provide equal opportunity and equal access to education.
- Recruit and retain a diverse student body, faculty and staff.
- Promote a campus climate where respect for and appreciation of differences are priorities, and where individuals co-exist without prejudice or bigotry.
- Integrate multicultural perspectives throughout the curricula.
- Analyze the diverse needs of our constituents and ensure that our services, organizational structures and institutional priorities address them.

The college embodies this vision through the actions of a variety of groups and initiatives on campus. Additional information is available on the college website at <http://www.northampton.edu/about-ncc/commitment-to-diversity.htm>



## **Appendix: Forms**



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# Northampton Community College

Division of Humanities & Social Sciences ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020

## **Applied Psychology Program Internship Minimum Age Requirement**

I (print name) \_\_\_\_\_, hereby acknowledge that I understand that Applied Psychology students are required to be a minimum of 18 years of age by the first day of the semester in which they are completing PSAP 280 (internship). By signing this form, I acknowledge that I will be at least 18 years of age on the date I will begin PSAP 280.

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Student Signature

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Date



# Northampton Community College

Division of Humanities & Social Sciences ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020

## Student Release of Information Form For Applied Psychology Internship Sites Only

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the student's educational record from disclosure to unauthorized individuals. As an enrolled student in the NCC Applied Psychology program, additional documentation is required to be submitted, including criminal background checks and drug screening results. While these items are not part of the student educational record, they are maintained as confidential by the program/division. Northampton Community College is required to share positive results of criminal background checks and drug screening with any affiliated institution used for clinical education (internship) in the Applied Psychology program.

I understand that information regarding these results will be released to the requestor according to the guidelines outlined in the affiliation agreement between the college and the clinical affiliate (internship site).

I understand that the clinical affiliate (internship site) requires that positive results of my background check(s) be shared with the following department heads or their comparable positions at the internship site: the VP Human Resources, Labor/Employment Counsel, VP Patient Care Services, and/or the manager(s) of the unit where the student is assigned for internship.

In connection with my admission and enrollment in the NCC Applied Psychology Program and my participation in the Program's clinical training opportunities, I hereby authorize the College and its agents to release any and all information relevant to my criminal record and/or drug screen results to any authorized clinical site representative whom NCC deems appropriate, in order to determine my suitability to be enrolled in the Applied Psychology Program and/or to be assigned to a clinical (internship) site. A photocopy of this release will be sufficient to authorize the release of the information.

**Student Information:** *(Please print legibly)*

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student's Name (Last) (First) (Middle)

\_\_\_\_\_  
Address (Street) (City) (State) (Zip)

\_\_\_\_\_  
Primary Phone Number Secondary Phone Number

\_\_\_\_\_  
Signature of Student Authorizing Release Date



# Northampton Community College

Division of Humanities & Social Sciences ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020

## **Applied Psychology Program Acknowledgement of Requirements and Expectations**

I (print name) \_\_\_\_\_, hereby acknowledge that I have read, understand, and agree to the requirements and expectations of Applied Psychology students, as denoted in the current Applied Psychology Student Handbook. Please initial each of the following specific sections of the Handbook to acknowledge that you meet and will follow the requirements.

- \_\_\_\_\_ ACA Code of Ethics
- \_\_\_\_\_ Background Checks
- \_\_\_\_\_ Code of Conduct
- \_\_\_\_\_ Confidentiality Policy
- \_\_\_\_\_ Dress Code
- \_\_\_\_\_ Duty to Protect/ Duty to Warn
- \_\_\_\_\_ Essential Functions
- \_\_\_\_\_ Internship: Introduction
- \_\_\_\_\_ Internship Requirements and Responsibilities
- \_\_\_\_\_ Remediation Policy

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

\_\_\_\_\_  
Date



# Northampton Community College

Division of Humanities & Social Sciences ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020

## **Arrest and Conviction Disclosure Form**

The Arrest and Conviction Disclosure Form is an online-only document. Double click on the icon below to open the form in your web browser.



Arrest and Conviction Disclosure Form.pdf



# Northampton Community College

Division of Humanities & Social Sciences ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020

## INTERNSHIP AGREEMENT

This internship agreement (the "Agreement") will confirm the terms and conditions of the Internship for \_\_\_\_\_ (Student Intern Name) with \_\_\_\_\_ (Company) located at \_\_\_\_\_ (Company Address).

1) I accept the Internship which has been awarded to me by \_\_\_\_\_ (Company) and understand the following:

- (a) This internship period will be for a \_\_\_\_\_ week period for a minimum of **150** hours;
- (b) The Company will pay me \$\_\_\_\_\_/per hour for my internship; **if unpaid**, initial here \_\_\_\_\_;
- (c) The Company will be the sole supervisor of all aspects of the internship while on site;
- (d) Northampton Community College will provide liability insurance for the student intern during the duration of the internship. The Company accepts no responsibility for costs arising from accidents and/or illness incurred during my internship.
- (e) If required by the organization, I will provide verification of medical coverage;
- (f) I am subject to all required background checks and/or local, state, and federal payroll withholding requirements of the organization;

2) I undertake the following obligations with respect to the Company Internship Program:

- (a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization as described in the Employee Handbook;
- (b) To refrain from any conduct that is incompatible with the goals, procedures, reputation and objectives of the Company;
- (c) Any work I produce, all intellectual property rights including but not limited to copyrights arising from it will belong to the Company. At the end of my internship, I shall return any and all Company owned materials to Company in a timely manner;
- (d) I shall keep confidential any and all unpublished information made known to me by the company or company's department during the course of my internship that I know or should have known has not been made public, and except with the explicit authorization of the Company, not to publish any reports or papers on the basis of information obtained during the internship, both during and after the completion of my internship;
- (e) To provide immediate written notice in case of illness or circumstances which prevent me from completing the internship;
- (f) To complete the Student Evaluation of Internship Form at the end of my internship and to submit it to my internship supervisor and the Internship Office at Northampton Community College;

3) I undertake the following obligations with respect to the Internship program with Northampton Community College:

- (a) To complete and submit to Northampton Community College all PSAP280 assignments during my internship, including, but not limited to, internship hours logs and site supervisor evaluation forms.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Name (Print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_ Phone/Ext.: \_\_\_\_\_



# Northampton Community College

Division of Humanities & Social Sciences ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020

## Northampton Community College Injury Report

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Current PSAP 280 Course Section and Professor: \_\_\_\_\_

Description of the Incident (how the injury occurred):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Description of Injury (type and location):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Injury Occurred:  During Scheduled Internship Hours

Other \_\_\_\_\_

Immediate treatment administered:  Yes – Describe:

\_\_\_\_\_

No – Explain:

\_\_\_\_\_

Reported to (Faculty/Program Coordinator): \_\_\_\_\_

Referred to College Health Center:

Yes I, \_\_\_\_\_, understand that Northampton Community College policy requires all student injuries to be reported to the Bethlehem campus nurse. If I am a Bethlehem campus student, I will report to the Health Center during working hours on this or the next business day. If I am a Monroe Campus or online student, I will notify the Health Center of my injury via phone (610-861-5365).

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

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

Comments: