Section II:

Student Information
Frequently Asked Questions

When can I do an internship?
Internships can be completed during fall, spring and summer semesters.

When should I apply for an internship?
At least 3 months prior to the semester you wish to do your internship.

How many hours do I work at my internship site during the semester?
Hours are determined by the student’s program of study as defined in his/her course requirements. Most interns work between 8-32 hours per week. Credits accompanying these hours are to be determined by your institution’s internship program.

What are the steps in planning an internship?
- Site selection: Internship opportunities are available at various Early Intervention sites throughout the state. Sites and contact information can be found at http://www.uri.edu/frp/ei.
- Resume development: Not all sites require a resume; however, developing a resume helps you to determine your objectives and summarize accomplishments. It is recommended that you prepare a brief resume that reflects your education, work and volunteer experience, and special skills.
- Interviews: Contact the URI internship coordinator to apply for an internship at eigrant@etal.uri.edu or 874-4036. The intern coordinator will find a placement for you and give you the contact information for the site. You will set up an interview with the site supervisor. The supervisor will assess whether or not you have the necessary background, experience and overall maturity to successfully complete an internship in their agency. It may be helpful to research the agency prior to your interview.
- Interview follow up: schedule an appointment to meet with your college supervisor to discuss which agency best fits your goals. Contact all of the agencies to inform them of your decision (even if you are not choosing the agency) and thank them for their time. It is important to maintain a good relationship with agencies since you may have contact with them again further in your career.

What should I consider when choosing a site?
Research EI sites, including browsing websites and reading promotional materials, and contact site supervisors. Use what you learn to decide the following:
- Is this an opportunity that will help me further my career goals?
- Is this a supervisor I could learn from and work well with?
- Does this environment suit my personality and will I enhance my skills?
- Do I feel safe in the environment?
- Will I have an adequate amount of work to do and will I enjoy the work?
- Do I agree with the goals and mission of the agency?
- Am I accepting this internship because it was the first offer?
- Am I selecting this internship for the right reasons?
What steps do I take to apply for an internship?

- After meeting with URI intern coordinator you will receive contact information for one of the site supervisors.
- Call or email site supervisor to set up an interview.
- Specify the internship area you are most interested in.
- Specify the semester you would like to intern and list corresponding start and end dates.
- Know the number of hours per week you will need to intern to earn credit.
- Ask what you should bring to the interview and if there are any application deadlines.
- Be sure to collect all appropriate contact information from those who you speak with.
- Ask how long the application process will take.
- Be sure to thank everyone for their time.

How are responsibilities divided between the student, site supervisor, and college supervisor?

- **Student Intern:**
  - Maintains confidentiality: As an Early Intervention intern, you will be expected to respect the confidentiality of the families that you work with and at no time should a child or their family be discussed once you have left an EI visit. You are not to discuss a child with any parent (even their own). If there is a concern it needs to be addressed with the internship site staff and they will handle the situation with the family. Your professionalism in maintaining confidentiality of children with medical conditions/special needs is both expected and appreciated.
  - Maintains regular contact with the college supervisor to ensure that the necessary steps are being followed to secure the internship placement.
  - Creates a Learning Contract and job description, if applicable. This acts as a road map for the intern’s learning experience and serves as the outline for his/her portfolio. The Learning Contract will determine:
    1. What the intern wants to learn in the internship experience (goals).
    2. How the intern plans to meet each learning objective.
    3. How the intern will prove in his/her portfolio the objectives have been met.
  - Creates a professional portfolio: this is the compilation of the student’s learning. In the portfolio, the intern will provide evidence of meeting his/her learning goals.
  - Attends scheduled meetings: past student interns have indicated that regularly scheduled meetings with the site supervisor to discuss work assignments and performance greatly enhances the student’s experience. Also, willingness to provide more autonomy and responsibility as the intern demonstrates competence is a supervisory quality highly valued by students.
  - Attendance: During your time at an Early Intervention site, you will become a valued member of the EI team. Your time scheduled with your site is important, so it is important that you come when scheduled, or notify your site supervisor in the event that you will be absent. You may be required to complete a specific number of hours, as determined by your program requirements, so missed hours may need to be made up.
  - Fulfills field work and academic components of the internship as outlined in learning objectives.
Completes an end of the internship evaluation survey.

**College supervisor:**
- Contacts Early Intervention Recruitment and Retention office with any questions or concerns.
- Assists students in clarifying goals and offers guidance through the internship process.
- Approves potential internship sites.
- Grants final approval of the learning contract, if applicable.
- Provides a clear description of his/her assigned responsibilities during internship term.
- Meets with student’s site supervisor (if possible) in order to maintain open lines of communication throughout the internship.
- Monitor and supervise progress toward learning objectives.
- Assign the student’s letter grade.

**Site Supervisor**
- Contacts EI Recruitment and Retention office with any questions or concerns.
- Interview potential interns to determine if the student meets necessary qualifications.
- Assists students with the agency description section of the learning contract, if applicable.
- Provides intern with a clear description assigned responsibilities during the internship term.
- Designates a qualified agency staff member to serve as a student supervisor.
- Provides the intern with a meaningful orientation to the internship site’s services, organizational and operating practices.
- Provides the intern with opportunities to become significantly involved in agency activities consistent with the objectives outlined in the learning contract. These opportunities should include but are not limited to: hands on learning through completion of work tasks, professional opportunities (e.g. staff meetings and trainings), time to observe and shadow agency professionals.
- Provide a reasonably safe environment to work in, as well as adequate supervision and the necessary tools to perform their internship duties.
- Provides periodic work planning and review sessions for the intern and the site supervisor to assess progress and plan for the continued learning.
- Completes written evaluation of intern’s performance to be returned to college supervisor.
- Completes an evaluations survey at the end of the internship.
Goals and Objectives of an Early Intervention Internship:

- To provide the opportunity for students to test theory learned in the classroom in an actual working situation.
- To provide a system of accountability and encourage professionalism.
- To provide an opportunity for students to develop positive work habits.
- To provide an opportunity to gain professional attitude, growth, maturity, and judgment.
- Facilitate networking with professionals.
- To provide an opportunity to test aptitude for or interest in Early Intervention.
- To help students strengthen their understanding of Early Intervention.
- To gain understanding of the impact of Early Intervention on the emotional and developmental needs of infants and toddlers.
- To have the opportunity to interact with families on a one-to-one basis and in group situations.
- To become acquainted with the needs of children with developmental delays and to recognize creative and flexible programming in meeting these needs.
- To gain a basic and practical working knowledge of Early Intervention procedures, terminology, and the roles of multidisciplinary professionals within the EI setting.
- To strengthen ability to interact and relate to the multidisciplinary team to promote positive experiences for children and families serviced by EI.
What will I learn during my time as an EI intern?

✓ The purpose of EI as defined in Part C of IDEA and the structure of Rhode Island's Early Intervention system.

✓ The key components of family-centered practice.

✓ The impact of culture on the relationship between professionals and families and on the delivery of appropriate EI supports and services.

✓ Issues, challenges, requirements and recommended practices in the evaluation and assessment of infants and toddlers.

✓ The required components of a quality Individual Family Service Plan, including the development of outcomes that are family-owned, functional and measurable.

✓ The elements of a quality service delivery model which supports a family’s capacity to enhance their child’s development.

✓ The Rhode Island Transition process and the EI service provider's role in this process.
Professionalism

Students are expected to demonstrate the following characteristics, both in their academic and personal pursuits.

**Integrity**: display honesty in all situations and interactions. You should be familiar with your site’s HIPAA guidelines and be able to identify information that is confidential.

**Dependability**: arrive on time and actively participate in activities. Tasks should be completely promptly and well.

**Courtesy**: if you will be late or absent, a call to the site/supervisor is expected. You should take initiative to follow through and complete missed hours.

**Attitude**: be hands-on! Interns should maintain a positive outlook toward others and toward assigned tasks. Children are perceptive of your emotions. The best internship experience comes from you taking initiative.

**Professionalism**: recognize and admit mistakes—use and accept feedback to improve your performance. Ensure emails to supervisors are professional and polite.

**Language**: no swearing or slang is permitted. Be aware that you are modeling for children who are learning to speak.

**Tolerance**: you will encounter many types of families and children—work at accepting all people and situations. Acknowledge biases and do not allow them to affect care. If you have concerns/issues, discuss these with supervisors, not parents.

**Appearance**: display appropriate professional appearance and be appropriately groomed. Revealing tops, tank tops, short shorts, and facial piercings are unacceptable.

**Smoking**: is not permitted on any premises, even in your car during commutes. Second hand smoke, even the scent, may be damaging to children’s lungs.

**Phones**: the use of cell phones, including texting, is prohibited. Also, if your supervisors will be calling your cell phone, make sure your voice message is respectful.

**Extra!!** Sending thank you notes after interviews and at the conclusion of your internship are always appreciated by sites supervisors and set you apart from other interns.
College Contacts for Students

University of Rhode Island

Experiential Learning and Community Engagement

Roosevelt Hall
90 Lower College Road
Kingston, RI 02881
Tel: 401-874-2160
intern@etal.uri.edu

Community College of Rhode Island

Career and Internship Office

Anne Marie Marge
Director
Knight Campus
Room 1034
Tel: 401-825-2322
Fax: 401-825-1035
amarge@ccri.edu

Tonia B. Fay
Coordinator
Liston Campus
Room 2221
Tel: 401 455-6151
tbfay@ccri.edu

Jonathan Steele
Coordinator
Flanagan Campus
Room 2321
Tel: 401 333-7326
jsteele@ccri.edu

Rhode Island College

Career Development Center

Craig-Lee Hall (CL)
Room 054, Mall Area
600 Mt. Pleasant Avenue
Providence, RI 02908
Tel: 401-456-8031
careerdevelopment@ric.edu
Rhode Island Early Intervention Providers

Children's Friend & Service
621 Dyer Street
Central Falls, RI 02863-2603
Ph. 721-9200
Fax. 729-0010
Director: Alexandra Arnold, Ph. 721-9255
Supervisor: Natalie Redfern, Ph. 721-9294
Supervisor: Christine Crohan, Ph. 721-9229
Supervisor: Deborah Newell, Ph. 721-9211
Parent Consultant: Delemy Castillo, Ph. 721-9292

Easter Seals, RI
213 Robinson Street
Woonsocket, RI 02895
Ph. 234-1000, Fax. 234-1006
Director: Sue Hawkes x11
Supervisor: Tara McGarty x12
Parent Consultant: Carol Manglass x18

Family Resources Community Action
245 Main Street
Woonsocket, RI 02895-3123
Ph. 766-0900, Fax. 766-8737
Director: Darlene Magaw, Ph. 235-6015
Program Manager: Marcia Card, Ph. 235-6007
Supervisor: Susan Feely, Ph. 235-6028
Parent Consultant: Denise Bouley, Ph. 235-6012

Family Service of RI
134 Thurboro Avenue
Providence, RI 02905-4754
Ph. 331-1350, Fax. 277-3388
Director: Jenn Kaufman x3358
Supervisor: Monique DeRoche x3343
Supervisor: Rebecca Collins x3353
Parent Consultant: Julie Lambert x3325

The Groden Center
30 Livingston Street
Providence, RI 02904
Ph. 528-2280, Fax: 525-2382
Director: Leslie Weidenman, Ph. 274-6310 x1006
Supervisor: Carol Hazard, Ph. 525-2360
Parent Consultant: Jennifer Franchetti

Hasbro Children's Hospital
765 Allen Ave Suite 110
Providence, RI 02905
Ph. 444-3201, Fax. 444-8507
Referral line: 444-3201
Administrator: Maura Taylor
Director: Mary Fournier, Ph. 444-5251
Clinical Supervisor: Judith Dixon, Ph. 623-0115
Parent Consultant: Abby Marino, Ph. 444-9066

James L. Maher Center
120 Hillside Avenue
Newport, RI 02840-1227
Ph. 848-2960, Fax. 847-9456
Director: Deborah Shears x123

Seven Hills Rhode Island
178 Norwood Ave.
Cranston, RI 02905
Ph. 921-1470, Fax: 921-1415
Director: Laurie Farrell x7206
Supervisor: Lynn Gipstuck x7213
Parent Consultant: Liz Killian Ph. 309-4426

J. Arthur Trudeau Memorial Center
250 Commonwealth Avenue
Warwick, RI 02886-2752
Ph. 823-1731, Fax. 823-1849
Director: Ernest Van Deuse x361
Supervisor: Susan Quinn x364
Supervisor: Marie Prenota x370
Supervisor: Pat Marie x366
Parent Consultant: Elizabeth Hindley x365

25 West Independence Way
Kingston, RI 02881
Ph. 264-1800, Fax. 264-1979

Looking Upwards, Inc.
2974 East Main Road
Portsmouth, RI 02871
Mailing Address: PO Box 538
Portsmouth, RI 02871
Ph. 293-5790, Fax. 293-5796
Director: A. Valory McHugh x330
Supervisor: Carolyn Souza x310
Parent Consultant: Betsy Friedman x319

Meeting Street
1000 Eddy Street
Providence, RI 02905
Ph. 533-9100, Fax. 533-9102
Referral line: 533-9104
Director: Casey Ferrara, Ph. 533-9252
Supervisor: Antonio Martins, Ph. 533-9261
Supervisor: Amanda Silva Ph. 533-9172
Supervisor: Kristine Rindge Ph. 533-9172
Parent Consultant: Cris Fakas, Ph. 533-9244
Parent Consultant: Margaret Greene-Bromeli, Ph. 533-9243

RI Early Intervention, Lead Agency

Executive Office of Health and Human Services
Center for Child and Family Health
Hazard Building #74
74 West Road
Cranston, RI 02920

Part C Coordinator and Chief, Family Health Systems:
Brenda DuHamel, Ph. 462-0318

Rev. 7/1/13
**Children’s Friend and Service (CFS)**

**Mission:** The mission of Children’s Friend is to promote the well-being and healthy development of Rhode Island’s most vulnerable children by providing flexible, effective and culturally-relevant services that support and strengthen families and communities.

**Contact Info:**

621 Dexter Street  
Central Falls, RI 02863  
Phone: 401-721-9200  
www.cfsri.org

**Director:** Alexandra Arnold  
aarnold@cfsri.org

**Internship opportunities:** Internships may be available at Children’s Friend and Service for students studying Early Childhood Education, Social work, Nursing, and Nutrition. Opportunities are available for multilingual students in all majors as interpreters. Those students who speak Spanish, Portuguese, or Cape Verdean Creole are encouraged to apply. Interns will have the opportunity to learn how Early Intervention services are administered.

Depending on the goals and skill of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including reference checks, a criminal background check and any other required processes as needed.
- Learning EI eligibility criteria.
- Multilingual students may participate in interpreting on home visits and/or translating written information in order to complete required paperwork.
- Shadowing of CFS EI staff when they accompany staff on home visits.
- Participating in children’s groups and parent support groups.
- Providing office help including processing intake phone calls, clerical work, etc.
- Work with your internship supervisor to review internship contract, to ensure that required conditions are being met.
**Easter Seals**

**Program Description:** Easter Seals has been helping individuals with disabilities and special needs, and their families, live better lives for more than 80 years. Teams of therapists, teachers and other health professionals offer a variety of services to help people with disabilities address life’s challenges and achieve personal goals. Easter Seals also includes families as active members of any therapy program, and offers the support families need.

**Contact Info:**

213 Robinson Street  
Wakefield, RI 02879  
Phone: 401-284-1000  
Fax: 401-284-1006  
www.eastersealsri.com

**Internship Opportunities:** Internships may be available at Easter Seals for students in Psychology, Human Development and Family Studies, Speech and Language Pathology, Occupational Therapy, Physical Therapy, Early Childhood Education, and Social Work. Opportunities are available for multilingual students in all majors as interpreters. Interns will have the opportunity to learn how Early Intervention Services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including resume, interview process, reference checks, a criminal background check and any other required processes as needed.
- Work on Continued Quality Assurance (CQA) projects – assuring that the agency is meeting requirements for service delivery.
- Participate in children’s and parent’s groups (e.g. playground motor groups, language/socialization groups, parent support groups).
- Helping with evaluations, including observing evaluations as well as assisting with evaluation documentation.
- Attending staff meetings and trainings.
- Preparing parent information packets to be distributed to new clients.
- Some shadowing of EI providers on visits with clients, on a case by case basis, particularly in community settings rather than on home visits.
- Internships consisting of 16 hours per week or less would be ideal for this EI site.
- Students of junior status or higher are preferred.
Family Service of Rhode Island

**About Family Service:** Open since 1892, Family Service is one of the oldest and largest non-profit human service agencies in Rhode Island.

**Mission:** To respond creatively to the unmet needs of individuals, families and the community by building partnerships that help people help themselves.

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**Contact Info:**

134 Thurbers Avenue
Providence, RI 02905
Phone: 401-331-1350
[www.familyserviceri.org](http://www.familyserviceri.org)

Director: Jenn Kaufman

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**Internship opportunities:** Internships may be available at Family Service of Rhode Island for students studying Physical Therapy, Occupational Therapy, Speech and Language Pathology, Nursing, Psychology, Human Development, and Early Childhood Education. Interns will have the opportunity to learn how Early Intervention services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including reference checks, a criminal background check and any other required processes as needed.
- Learning EI eligibility criteria.
- Shadowing of Family Service EI staff when they accompany staff on home visits.
- Providing appropriate play activities for children while meetings are held with parents during home visits.
- Participating with children’s groups (e.g. speech groups, swim groups, music classes)
- Assisting with parent support component of all children’s groups.
- Work with your internship supervisor to review internship contract, to ensure that required conditions are being met.
Family Resources Community Action

Program description: Established in 1892, Family Resources Community Action (FRCA) is one of the oldest child serving and family support organizations in the state of Rhode Island. Dedicated to serving low-income families in Woonsocket and throughout Northern Rhode Island, FRCA has been at the vanguard in the development daycare, residential programming, foster care, mental health counseling and early childhood services to name a few.

Mission: To strengthen families and individuals through social services, education and economic opportunity while preserving the dignity of the people we serve.

Contact Info:
245 Main Street
Woonsocket, RI 02895
Phone: 401-766-0900
www.famresri.org

Director: Darlene Magaw
Program Manager: Marcia Card
mcard@famresri.org

Internship opportunities: Internships may be available for students studying Early Childhood Education, Nursing, Physical Therapy, Occupational Therapy, Speech and Language Pathology and Human Development. Opportunities are available for multilingual students in all majors as interpreters. Those students who speak Spanish, Portuguese, French, and Cape Verdean Creole are encouraged to apply. Interns will have the opportunity to learn how Early Intervention services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resource requirements including resume, interview, reference checks, a criminal background check and any other required processes as needed.
- Attendance at agency orientations as well as staff trainings.
- Learning EI eligibility criteria.
- Multilingual students may participate in interpreting on home visits and/or translating written words in order to complete required paperwork.
- Shadowing of EI staff when they accompany staff on home visits.
- Students are encouraged to attend home visits with a variety of practitioners, including those outside of the student’s field of study.
- Participating in children’s groups and parent support groups.
- Preparation of materials to use with families during home visits.
- Screening of referral calls.
The Groden Center

Program Description: Groden Center Early Intervention Program (EIP) is a specialty service provider within the Department of Human Service’s Early Intervention network of full-service EI programs. Since 1980, we have specialized in providing services to families with children under three years of age who have a diagnosis of autism spectrum disorder (ASD), pervasive developmental disorder (PDD), or other language, social-emotional, and/or behavioral disorders. A child need not have a specific diagnosis in order to receive services from the Groden Center EIP.

Contact Info:
30 Livingston Street
Providence, RI 02904
Phone: 401-525-2380
www.grodencenter.org

Director: Leslie Weidenman

Internship opportunities: Internships may be available at the Groden Center for students studying Psychology, Human Development and Family Studies, Speech and Language Pathology, Occupational Therapy, Physical Therapy, Early Childhood Education, Social Work or others with a strong background and interest in working in a family centered environment with children affected by Autism and other pervasive developmental disorders. Interns will have the opportunity to learn how Early Intervention services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence with all human resources requirements including reference checks, a criminal background check and any other required processes as needed.
- Shadowing of Groden Center EI staff on home visits.
- Participation in children’s groups and parent support groups, which occur 5 mornings and 2 afternoons per week.
- Internships usually are 6-8 hours per week. More hours may be available by combining EI related tasks with The Livingston Center pre-school activities.
- Groden Center EI is a specialty service provider. Therefore, evaluations and assessments are not performed by Groden Center staff. Interns at this center will not have to opportunity to observe these aspects of EI. All children receiving services are involved with a full service provider who performs these activities.
Hasbro Children’s Hospital

Program Description: Hasbro Children’s Hospital has long committed itself to the philosophy that close involvement of the family is central to a child’s health and healing. Recognizing parents as essential partners in their children’s care is integral to devising an individualized plan for each child and each family. A multidisciplinary staff supplies family-centered evaluations, parent training and support, treatment options, and community-based services to augment the family’s capacity to enhance the child’s growth and development.

Contact Info:
765 Allens Ave, Suite 110
Providence, RI 02905
Phone: 401-444-3201
Fax: 401-444-8507
www.hasbrochildrenshospital.org

Director: Mary Fournier
mfournier3@lifespan.org

Internship Opportunities: Internships may be available at Hasbro Children’s Hospital for students in Psychology, Human Development and Family Studies, Speech and Language Pathology, Occupational Therapy, Physical Therapy, Early Childhood Education, and Nursing. Interns will have the opportunity to learn how Early Intervention Services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including resume, interview, reference checks, a criminal background check and any other required processes as needed.
- Attending agency orientation including safety and confidentiality procedures.
- Participation in children’s and parents’ groups (e.g. toddler language motor groups, pool groups, therapeutic horseback riding groups, parent support groups).
- Observing a case throughout the entire EI process including: Intake, evaluation, Individual Family Service Plan, and intervention services.
- Attending staff meetings and training.
- Shadowing of Hasbro EI staff on home visits with families.
- Participation in weekly supervisor meetings, including reviewing future internship goals and plans.
Seven Hills Rhode Island

Program Description: Seven Hills Rhode Island is a not-for-profit human service agency providing supports and services for people with developmental disabilities. The agency has a long and rich history, formed more than fifty years ago by volunteer parents seeking support and services for their children with disabilities. Today, Seven Hills Rhode Island operates Adult Services, Residential, Independent Living, and Child & Family Services programs, including an Early Intervention program for children from 0 to 3 years old.

Contact Info:
Seven Hills Rhode Island Early Intervention
178 Norwood Ave.
Cranston, RI 02905
Phone: 401-921-1470
www.sevenhills.org/affiliates/sevenhills-rhode-island/

Internship Opportunities: Internships may be available at Seven Hills RI for students in Psychology, Human Development and Family Studies, Speech and Language Pathology, Nursing and Early Childhood Education. Interns will have the opportunity to learn how Early Intervention services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including resume, interview process, reference checks, a criminal background check and any other required processes as needed.
- Attendance at staff trainings and meetings.
- Observe a case throughout the entire EI process including: Intake, Evaluation, Individual Family Service Plan, and Services.
- Learn the role that a service coordinator serves within the agency.
- Learn EI eligibility criteria.
- Shadow EI staff on home visits with families.
- Assist in a variety of community and/or center based groups.
- Learn about diversity among families including differing socio-economic status and learning styles.
- Experience working in a trans-disciplinary team environment.
Looking Upwards, Inc.

Program Description: Founded in 1978, Looking Upwards is a private, nonprofit agency offering a wide array of services to adults with developmental disabilities and children with diverse needs. Looking Upwards programs have one overall goal, to support people in leading rich and satisfying lives. The organization partners with the individual and family members to develop a personalized plan. With the resources of a caring team of professionals, they assist the person in realizing dreams such as success at school, gratifying work, enjoyment of relationships and participation in the wider community.

Contact Info:
Looking Upwards
2974 East Main Road
Portsmouth, RI 02871
Phone: 401-293-5790
www.lookingupwards.org

Director: A. Valory McHugh
amchugh918@aol.com

Internship Opportunities: Internships may be available at Looking Upwards for students studying human services, including Psychology, Human Development and Family Studies, and Social work. Students majoring in Early Childhood Education, Nutrition and Nursing would also be a good fit with this agency. Interns will have the opportunity to learn how Early Intervention Services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including reference checks, a criminal background check and any other required processes as needed.
- Learning EI eligibility criteria.
- Learning the role that a service coordinator serves within the agency.
- Shadowing of Looking Upwards EI staff on home visits to ensure that services are being provided appropriately and are still necessary. Students are encouraged to attend home visits with a variety of practitioners, including those outside of the student's field of study.
- Providing appropriate play activities for children while meetings are held with parents during home visits.
- Assisting with evaluations, under the supervision of an EI practitioner.
- Providing office help including processing intake phone calls, clerical work, etc.
- Preparation of materials to use with families during home visits.
- Attendance at agency orientations as well as staff trainings and staff meetings.
- Learn about and demonstrate professional conduct, work etiquette, and respect for co-workers.
- Work with your internship supervisor to review internship contract, to ensure that required conditions are being met.
Mission and Philosophy: The purpose of this center is to promote the general welfare of individuals with disabilities, both mental and physical; to provide and/or refer cases for diagnosis and treatment; to counsel and assist parents and to develop, coordinate and advocate for programs on behalf of individuals with disabilities. The center is committed to the principles of normalization, least restrictive environment, and integration. We believe and our programs are based on the premise that everyone can be helped regardless of his or her disabilities. If this help cannot be provided by the center, referrals are made to help the individual find the appropriate agency.

Contact Info:
120 Hillside Avenue
Newport, RI 02840
Phone: 401-848-2660
www.mahercenter.org

Director: Deborah Shears
deborahs@mahercenter.org

Internship Opportunities: Internships may be available at the Maher center for students in Psychology, Human Development and Family Studies, Communication, Early Childhood Education, Marriage and Family Therapy and Social Work. Interns will have the opportunity to learn how Early Intervention services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including resume, interview process, reference checks, a criminal background check and any other required processes as needed.
- Attendance at agency staff trainings and meetings.
- Observe a case throughout the entire EI process including: Intake, evaluation, Individual Family Service Plan, and intervention services.
- Learn the role that a service coordinator serves within the agency.
- Identify and complete a project that will be helpful for the center (e.g. making a family activity calendar to be sent home with clients). Projects will vary based on the student’s discipline and interests.
- Learn about and demonstrate professional conduct, work etiquette, and respect for co-workers.
- Create materials for children’s groups and parent’s groups.
- Learn about diversity among families including differing socio-economic status and learning styles.
Meeting Street

Our Mission: At Meeting Street, our mission is to empower all children to reach their full potential begins as early as the first days of their lives. Meeting Street Early Intervention (EI) provides evaluations, therapeutic services and support for children from birth to age 3 and for their families. A child may need services for a variety of reasons - from complications associated with low birth weight to diagnosed medical conditions to developmental delays. Regardless of the need, Meeting Street is ready to help.

Our Philosophy: We believe in creating an environment that fosters true inclusion - a world where all children can laugh together, play together, and learn together. Our caring and dedicated professionals partner with children, young adults, families, educators, clinicians, businesses and community members throughout Rhode Island to help all children and young adults broaden their horizons and achieve their goals. Our challenge is to create a world where individuals of all abilities truly belong - a world free of stigmas or preconceived notions that hinder anyone's ability to enjoy a full and meaningful life.

Contact Info:
1000 Eddy Street
Providence, RI 02905
Phone: 401-533-9100
www.meetingstreet.org

Internship opportunities: Internships may be available at Meeting Street for students studying Early Childhood Education, Special Education, Nursing, Social Work, Therapy, Physical Therapy, Occupational Therapy, Speech and Language Pathology and Nutrition. Interns will have the opportunity to learn how Early Intervention services are administered.

Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including reference checks, a criminal background check and any other required processes as needed.
- Shadowing of Family Service EI staff when they accompany staff on home visits.
- Assisting with evaluations, under the supervision of an EI practitioner.
- Help with scoring of evaluations and sometimes help administer services under the supervision of the EI practitioner.
- Facilitating center based groups including helping with curriculum writing and leading of children's groups.
- Assisting with parent support groups.
- Learning EI eligibility criteria.
- Work with your internship supervisor to review internship contract, to ensure that required conditions are being met.
J. Arthur Trudeau Memorial Center

Mission: To promote an enhanced quality of life for individuals with developmental disabilities.

Vision: We envision a diverse community where all people are valued, safe, and treated with dignity, respect, and equality. In this community, all people have access to resources to enable them to lead productive lives; have opportunities to learn, grow, and achieve; and have opportunities for self-expression. In this community, there is mutual responsibility between the community and the individual; all contribute to the common good and each individual’s potential is realized.

Contact Info:

250 Commonwealth Avenue
Warwick, RI 02886
Phone: 401-823-1731
Supervisor: Susan Quinn
squinn@trudeaucenter.org

25 West Independence Way, Suite N
Kingston, RI 02881
Phone: 401-284-1980
Supervisor: Karen Ostrowsky
kostrowsky@trudeaucenter.org

www.trudeaucenter.org

Internship opportunities: Internships may be available at the Trudeau Center for students in Psychology, Human Development and Family Studies, Speech and Language Pathology, Occupational Therapy, Physical Therapy, Early Childhood Education, Social Work or others with a strong background and interest in working with children in a family centered environment. Interns will have the opportunity to learn how Early Intervention services are administered. Depending on the goals and skill level of an individual EI intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including reference checks, a criminal background check and any other required processes as needed.
- Learning EI eligibility criteria.
- Observe a case through the entire EI process, including: the intake process, evaluation, Individual Family Service Plan, and intervention services.
- Interviewing families to determine eligibility and services required.
- Scheduling appointments for the family with specialists.
- Coordinating and facilitating service provider update meetings.
- Visiting with families in their home to ensure that services are being provided appropriately and are still necessary.
- Work with your internship supervisor to review internship contract, to ensure that required conditions are being met.
- The Kingston site has requested that interns be available a minimum of 30 hours per week, while the Warwick site can accommodate varying schedules.
Children with Special Health Care Needs (CSHCN)

The U.S. Maternal and Child Health Bureau defines Children with Special Health Care Needs (CSHCN) as “those who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who also require health and related services of a type or amount beyond that required by children generally.”

**Common Health Care Conditions:**
- Autism
- Mental Retardation
- Health Impairment
- Learning Disability
- Speech Disorder
- Emotional Disturbance

**Career opportunities with CSHCN:**
- Home health care
- Mobility specialists
- Dental care professionals
- Genetic counseling
- Family therapy & counseling
- Developmental Delay

**CSHCN Programs:**

**Ocean State Community Resource (OSCR)**
- 25 West Independence Way
- Kingston, RI 02881
- Tel: 401-789-4614

**Children’s Intensive Services**
- 26 Valley Road
- Middletown, RI 02842
- Tel: 401-848-6363

**Home Based Therapeutic Services: What is HBTS?**

HBTS is available to children and young adults, through age 21, with autism, developmental disabilities, or mental health needs. To be referred for this program a child must meet eligibility requirements as determined by the Department of Human Services. HBTS succeeds in its mission by maintaining the highest possible expectations for each child, as well as for the staff who support them.
Children’s Intensive Services (Newport County Community Mental Health Center-NCCMHC)

Mission: The mission of NCCMHC is to provide quality, comprehensive, professional mental health services to individuals, families, and the community in accordance with regulatory, licensing and ethical standards and in a manner that is culturally sensitive and competent.

Vision: To be acknowledged as a vibrant organization that strives for excellence and as a vital part of the community, providing opportunity and services to people in need in a caring and official manner.

Contact Info:
Children’s Intensive Services  Administrator: Gary P. Cournoyer
26 Valley Road  gcournoyer@nccmhc.org
Middletown, RI 02842
Phone: 401-848-6363
www.nccmhc.org

Internship Opportunities: Internships may be available at Children’s Intensive Services for students studying Early Childhood Education, Special Education, Human Development, Psychology, Social Work, and Counseling. Interns will encounter a variety of settings, including a day program, home visits, holistic counseling with expressive arts, music therapy groups, and possibly pet-assisted therapy.
Depending on the goals and skill of an individual intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resource requirements including reference checks, a criminal background check, tuberculosis check and other required processed as needed.
- Accompany professionals and licensed therapists to shadow on home visits.
- Assist in day treatment schedule that enhances children’s social skill development and proper behavioral functioning.
- Participate in children’s groups and parent support groups, including the Children’s Outpatient Therapy Program.
- Work with a diverse group of clients and families.
- Possibly viewing psychiatric assessments and medical procedures by a child psychiatrist and registered nurse.
**Mission:** Ocean State Community Resources' Mission is to empower people to improve the quality of their lives. We support each individual to make choices, to build community connections and relationships, and to improve their status and skills. We realize that people are the authorities of their own lives and our role is to listen and to work together as they achieve their dreams and desires.

**Contact Information:**
25 West Independence Way, Suite G
Kingston, RI 02881
Tel: 401-789-4614
www.oscr.org

Executive Director: David Reiss
dreiss@oscr.org

Assistant Director: Melissa Linicus:
mlinicus@oscr.org

**Internship Opportunities:** Ocean State Community Resources, Inc. (OSCR) Children’s Services Program offers individualized home and community based services for children and young adults with developmental disabilities. All of our clients are between the ages of three to 21. Internships may be available at OSCR for students in Psychology, Human Development and Family Studies, Early Childhood Education, Social Work, Policy Development or for other students with a strong interest in enhancing the quality of lives for children and families in need. Interns placed within the OSCR Children’s Services Program will have the opportunity to learn the individualized delivery of services offered through Home-Based Therapeutic Services (HBTS), Personal Assistance Services and Supports (PASS) and Respite Services. Depending upon the goals and skill level of an individual intern, experiences and responsibilities may include, but are not limited to the following:

- Adherence to all human resources requirements including resume, interview process, reference checks, a criminal background check and DCYF clearance.
- Understand the differences between the three programs offered through OSCR (HBTS, PASS and Respite).
- Work with children between the ages of 3 – 21 and their families.
- Observation and collaboration with Family Service Coordinator for all steps of case process.
- Attendance and participation in Clinical Supervision meetings.
- Understanding of varying diagnoses and of how socioeconomic and familial support factors impact upon child’s development.
- Assist in a variety of community social groups for children in our HBTS program.
- Assist in recruitment efforts for OSCR Children’s Services Program.
- Assist in the creation of visual supports that will enhance effective communication for children.
Student Intern Survey

We value your feedback. By completing the following survey, you will allow us to better meet the needs of students interested in EI internships in the future. Your participation is greatly appreciated.

1. When did you complete your internship?: ________/___________
   Semester/Year
2. At what program did you work?: ____________________________________________
3. Were you placed in your internship by the URI Early Intervention Recruitment and Retention office? Yes/No
   3a. If no, how was your internship set up?

Startup
Please rate the following statements on a scale of 1-5.
5 = Strongly Agree  4 = Agree  3 = Neutral  2 = Disagree  1 = Strongly Disagree

4. I was matched with a site that reflected my professional interests. _____
5. Upon starting the internship experience, I arrived having completed all necessary paperwork, human resource requirements, etc. _____

6. What is your major (circle one)?
   2. Elementary Education  5. Speech and Language  8. Nursing
   3. Physical Therapy  6. Human Development
   Other (please list) ________________________________

Orientation
Please rate the following statements on a scale of 1-5.
5 = Strongly Agree  4 = Agree  3 = Neutral  2 = Disagree  1 = Strongly Disagree

7. I felt heard and responded to when I raised issues about the internship process with the URI internship staff. _____
8. I felt adequately informed about the definition and purpose of Early Intervention prior to the start of the internship. _____
9. The quality of the information offered in the Early Intervention handbook was useful and helped me prepare for my responsibilities as an intern. _____
10. The internship setup with the Early Intervention staff at URI increased my level of comfort with the initiation process and with my responsibilities as a student intern. _____
Comments
11. What could have been done to make this experience more successful?

12. What information could be added to the internship information binder to make it more useful?

13. Did you visit our website at www.uri.edu/frp.ei? Yes/No
   If yes, did you find it to be useful?

Internship Activities
Please rate the following statements on a scale of 1-5.
5 = Strongly Agree  4 = Agree  3 = Neutral  2 = Disagree  1 = Strongly Disagree

14. When I started my internship, I felt accepted and welcomed by my co-workers. _____

15. My supervisor’s personality and expertise was a good match for me. _____

16. My major and career aspirations seemed to fit well with my site placement and the services they provide. _____

17. I had the right amount of one-on-one time with my supervisor to review my progress. _____
   If you disagreed, please explain why: ______________________________________
   __________________________________________

18. Overall, tasks that I was assigned were relevant to my understanding of the field and my goals for my internship. _____

19. I had ample opportunities to fulfill my agreed-upon hours for the semester. _____

20. I felt that my presence at the organization made a positive contribution to families and other professionals at my site. _____

21. Overall, my experience as an intern met my expectations. _____

22. Based on my working experience, I would recommend the EI office at URI to other students seeking internships. _____

23. If an appropriate job were open at this program, I would apply for it. ______

We appreciate your participation!