

# Planning and Orientation for Field Internship in Gerontology (Gero 400 A/B) Course

Applicable for:  
Gerontology Major, Gerontology Minor.

# Steps in Identifying and Confirming Your Internship for Gero 400A or B Course

1. Student Gero Internship Course Eligibility
2. Internship Planning Timelines
3. Internship Planning Selection and Decision-Making Process for Agency Internship
4. Interview Preparation and process
5. Internship Confirmation
6. Semester Schedules & Gero 400 A/B Planning/ Preparation
7. Gero 400 A/B Course Requirements & Expectations
8. Contact Information
9. References

# 1. Course Eligibility for Gero 400 A/B

- Schedule an appointment with your Undergraduate Advisor to ensure GERO 400A/B Course eligibility
- Practicum in Gerontology Curriculum (SDSU General Catalog & School Website):
  - Major Status (all pre-major courses have been completed before declaring Gerontology major)
  - Completed and passed the GERO 300 level courses. Course prerequisites listed as: Gerontology 310/350, 360, and 370.
  - Senior Status, Class Level 4 (at least 90 earned units)
  - Major GPA of 2.0 or higher.
  - Minimum SDSU campus overall 2.0 GPA or higher and be in good academic standing.
  - Passing Agency Interview & Confirmation (includes agency screening processes).

## Changes in field Requirements Per 2012-14 Catalog

- In AY 2013-14 the Gerontology Course requirements for Gero 400 A/B changed
- If you started the GEro major in 2013-14 Gero 400 B is an optional elective
- If you started GEro Major in 2012 or any time before 2013-14...
- Gero 400 A and Gero 400 B are both **REQUIRED**

## 2. Internship Timeline Planning

*Please Note: Plan on identifying, selecting, interviewing, and obtaining agency confirmation one semester (does not include Summer) before enrolling in the Gero 400 A/B Internship Course.*

- Begin Finding your agency in Feb./ Mar. for Gero 400 A/B in Fall Semester.
  - Last day of class in the preceding Spring semester is the deadline to confirm field agency
- Begin finding your agency in Sept./Oct. For Gero 400 A/B in Spring Semester

## Deadlines for Internship Selection

- For *Spring 2025* deadline is *Dec. 11, 2024* (Last day of classes)
- For *Fall 2025* - deadline is *May 8, 2025* (Last day of classes)
- GERO 400A/B Internship cOnfirmation form submitted to Director of Field Education
- **NO** Summer Gero 400 A/B internship available any more due to resources

## Summer - NO Gero 400

- Gero 400 will **NOT** be offered in the Summer due to faculty & resource reductions (too few students to justify a course)
- Gero 400 A/B will **NOT** be offered in the future during the summer

# Internship Planning Process- Why Start Begin Planning Now?

1. Other professional disciplines engaging in same process for internships at the same time
2. Agency Confirmation will take several months
  - a. Reviewing approved Gero agency list
  - b. Identifying potential agency interests
  - c. Attending the current SDSU School of Social Work/ Gerontology Agency Fair (held in January each year)
  - d. Selecting an agency
  - e. Preparing self for profession interview (resume, references)
3. Agency interview, confirmation, scheduling and completing additional agency requirements/screenings
4. Ensure student Eligibility for the course



# 3. Internship Selection Process

## Steps to Follow:

1. Attend Gero Orientation & Planning Meeting
2. Review School-approved Gero Agency Sites List \* (latest edition)
3. OPTIONAL: Attend current SDSD SSW Agency fair- Jan. each year (refer to SSW Field Education Calendar for dates)
4. Consult with fellow Gero colleagues regarding prio internship experiences
5. Consultation with Gero Faculty, Director of Field Education, site supervisors, Gero Field Faculty
6. Schedule and interview(s) with agency
7. Obtain confirmation by agency site supervisor
8. Schedule and complete additional agency screenings
9. Keep informed and updated regarding GERO Internship

**\*Note:**

- Each School-approved Gerontology internship site is in compliance with the SDSU University regulation & screening process
  - Agency Site application
  - Gero Field Instructor/ Site Supervisor Profile
  - University-Organization Service Learning Agreement (SLA)
- Review Field Education website for further information:  
<https://socialwork.sdsu.edu/field/instructor-resources/application-process/>

## 4. Preparing for The Professional Interview

After identifying and selecting an agency for your future practicum, the following steps are recommended in preparing for your professional interview:

1. Be informed and do your research about the agency - Review the agency's website
2. Prepare your Resume and have a possible List of Professional References (if requested by the Agency)
3. Contact SDSU Career Services for the resume and interview assistance
4. Voice mail messages and email addresses need to be professional
5. Demonstrating Professionalism during your interview
  - a. Professional demeanor, presence, tone
  - b. Professional appearance, language, etc

# The Professional Interview

- Prepare for usual Agency FAQs
- Arrive 15 minutes early
- Consider previous and/or relevant experiences and skills that may prepare you for the Gero experience (volunteer, internship, employment)
- Review education
- Demonstrate motivation, enthusiasm, interest, etc.  
Show you best “professional self”
- Agency may request a resume, references, and a writing sample at the time of interview
- Prepare in advance your questions for prospective supervisor

## 5. Agency Confirmation

- Agency Supervisor will directly contact students to inform them of acceptance. Students will also inform School of their acceptance.
- Students will complete additional agency screening, *immediately*, e.g. health examinations; TB test; immunization verification; security clearances; fingerprinting; random drug screening, etc.
- Student will inform the future Gero 400 course instructor of the agency confirmation and Gero site supervisor identified
- Student will contact agency supervisor to arrange weekly internship schedule *before* the Semester begins
- Begin preparing for the Gero course in the preceding semester

## 6. Semester Schedule & Planning

- Semester Schedules can be discussed during the interview and immediately upon confirmation
- Students are expected to defer vacations so they do not have absences from their internship when school is in session
- Students are expected to be in their Gero 400 A/B course for the entire semester; accordance with SDSU Calendar, from the first week when classes begin until classes end in the last week
- Reminder - the Student's internship schedule is the responsibility of the Agency and Student (in accordance with School policies and University semester time periods)

# Gero Course Preparation

- Review the University Calendar Schedule Gero 400 Field begins the first week of classes
- Plan for **200 hours** practicum semester per semester; *approximately 13-14 hours per week*
- Priority in scheduling is given, in order to:
  - a. Classes, including internship seminar
  - b. Internship experience
  - c. Student's other responsibilities
- It is recommended that the student prepare for their internship and begin making proactive personal arrangements, e.g. childcare, work schedule hours, etc\
- Review your weekly schedule with agency supervisor before the semester begins
- When the semester begins... ensure contact with Gero 400 A/b instructor for the first class meeting schedule

# 7. Course Requirements - Gero 400 A/B

## Internship & Mission

- Must complete all 200 hours for each Gero 400 A/B Course during the semester you are enrolled in the class (in accordance with University semester schedules)
- Two practicum agency experiences. (If the student wishes to continue in same agency for Gero 400 B, prior approval is required by the School field director. Students must demonstrate different experiences, program, and supervisor for second semester.)
- Course Syllabus Assignments:
  - Orientation checklists. / Learning plans.
  - Required Practicum Hr.s by the University-course- calendar
  - Weekly supervision
  - Attend and participate in course seminar (1-2 class meetings)
  - Final Student Self-evaluation paper
  - Supervisor completes Skills Evaluations Form of Students



## 8. Contact Information

For undergraduate Gero Course Sequence and Eligibility -  
Please Contact

- Jennifer Cosio, Undergraduate Advisor
  - [jcosio@sdsu.edu](mailto:jcosio@sdsu.edu)

For Gero 400 A/B Internship Course Questions -  
Please Contact:

- Amanda Lee, LCSW, Director of Field Education
  - [amanda.lee@sdsu.edu](mailto:amanda.lee@sdsu.edu)
- Jong Won Min, Ph. D., Gero Curriculum Chair
  - [jwmin@sdsu.edu](mailto:jwmin@sdsu.edu)

## 9. Gero Program - References

- SSW & Gerontology Program website  
<https://socialwork.sdsu.edu/field/program-descriptions/gerontology-undergraduate/>
- Ensure you are listed in School Communications Central for Gero announcements and updates - Contact Ms. Joanne Rullan (HH 119)
- Consider joining and participating in a Gerontology related recognized student organization

# SDSU Career Services

<https://sacd.sdsu.edu/career>

Phone (619) 594-6851

Location: Student Services East 1200

- Interview Questions and preparation (handouts on website)
- Resume Writing Assistance
- Career Counselors
- Videotaping
- Workshops

# Student Disability Services

[https://newscenter.sdsu.edu/student\\_affairs/sds/](https://newscenter.sdsu.edu/student_affairs/sds/)

Phone (619) 594-6473

Location: Calpulli Center, Suite 3101 (3rd FL)

Hours: Monday - Friday, 8am - 4:30pm

- Student Disability Services is dedicated to empowering students with disabilities by ensuring they have access to appropriate support and service that minimize academic and physical barriers.

A conceptual image featuring a road sign on the right side of a road. The sign is rectangular with rounded corners, a yellow background, and a black border. It is mounted on a silver metal post. The text on the sign reads "Success Ahead" in a bold, black, sans-serif font, with "Success" on the top line and "Ahead" on the bottom line. The road is asphalt with a dashed yellow center line and solid white edge lines, curving towards the horizon. To the left of the road is a blue ocean, and to the right is a sandy beach. The sky is filled with dramatic, grey and white clouds, suggesting a sunrise or sunset. The overall scene is a metaphor for the path to success.

**Success  
Ahead**

**Good Luck planning for Gero 400  
A/B**

***Good Luck on your interviews!***