

CASTLE Internship Process Description



The process for completing an internship at CASTLE proceeds as follows:

1. Fill out the Application for Internship and send it either by mail or fax **at least 6 weeks prior** to the time you would like to participate.

Mail to 5501 Fortunes Ridge Drive
 Suite A
 Durham, NC 27713

Or fax to 919-419-1288 Phone: 919-419-1428

2. If your application is accepted, you will be contacted to establish a date for internship. At this time, you should confirm arrangements for lodging. Information about area hotels is available.

Fees are \$500 per week of internship. Payment or evidence that the fees will be paid by a company or school system is due on the first day of the internship.

3. Upon arrival for your internship experience you will complete a Pre-Test, which will assess your current level of skill. This will enable you and the CASTLE staff to determine the area(s) on which to focus your training.
4. Your week of training will consist of observation, hands-on experience in sessions with the children and their parents, and informal information sessions/feedback sessions with CASTLE staff.
5. Upon completion of your internship week, you will complete a Post-Test to assess your skills upon completion of the program and an Effectiveness Survey in which you will be given the opportunity to provide feedback on your experience at CASTLE. The Effectiveness Survey allows us to make improvements to the program.
6. The internship process continues on beyond your time at our facility. We believe it is vital that you continue to have support as you apply new skills and information to your own unique job situations.

There is a great deal of information and many skills to develop in order to effectively facilitate the development of spoken language through listening in children who are deaf or hard of hearing. Because of this it is vital to understand that a one-week internship at CASTLE is **only the beginning of the training process**. Additional internship experience and on-going coaching and mentoring is critical.

Follow-up requirements are to send a video tape of you conducting at least one Parent Participation Session 6 months after your internship experience at CASTLE **AND** that you send us the name, address, and phone number of someone else in your county with which you will share the information and skills that you are acquiring.