

Application Process: Internship Placement

Things to consider about your internship placement:

- What are your career goals? (For example, are you interested in going to graduate school? If so, what type of experience may the admissions committee be looking for you to have?)
- Talk to your advisor! Your advisor is a great resource to you, and is familiar with many of the area internship placement sites.
- Go to Career Services if you are still unsure about where to go and want to explore your career development further.
- Do you have a criminal record? If yes, depending on the severity of the record, this may impact your ability to be placed at an internship site.
- If you've taken Human Services courses: Where have you done your previous practicum placements? Do you have any connections where you did your practicum? Do you want to go somewhere similar? Or, do you want to try something different?

Steps to getting your internship:

1. Attend the internship planning meeting.
2. Discuss your plans for an internship with your academic advisor.
3. Obtain the internship application from Dr. Goldman or the Psychological Science website in the internship folder.
4. Update your resume. Consider going to Career Services to have them help you improve it.
5. Complete your internship application and return it to Dr. Goldman by **October 8, 2021**. (Note: Applications submitted after this date will not be accepted – no exceptions.)
6. Your application will be approved/denied by the internship committee and coordinator.
7. Once approved to go out to internship, you will receive an email that states the committee's decision.
8. If approved, you will need to make a meeting with Dr. Goldman to discuss potential internship placements and how to begin searching for internship sites.
9. Investigate potential internship sites by looking at the previous field site database, talking to your advisors, consulting with your professors, or chatting with your peers to get ideas for an internship placement.
10. Contact the site that is of most interest to you. Dr. Goldman will provide you with information on what to say when you contact the site. **Only contact one site at a time.**
11. Set up an interview with the site.
12. Go on the interview. If you are not interested in the site after the interview, send the site a thank you note politely explaining that you are no longer interested in pursuing an internship there. Investigate other sites and schedule interviews as needed (one at a time)

13. If you are made an offer by a site and accept it, please let Dr. Goldman know by **December 3, 2021**.
14. If you accept an offer, get the internship contract from Dr. Goldman and have it signed by your internship site supervisor and his/her boss. The internship contract is due back to Dr. Goldman by **December 16, 2021**.
15. You will be notified about how to register for internship seminar as the end of the semester gets closer. Please make sure all holds are off your record so that you can register.
16. Start your internship and attend internship seminar in the next semester! The first possible start date is day one of the fall semester. Don't forget to email or call Dr. Goldman if you have any questions, concerns, or emergencies with your internship placement once the semester has started.

Note: Please be sure to register for classes during registration as if you were not going to do an internship. That way, you will have classes on your schedule should you be unsuccessful in securing an internship placement

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