

What is an internship?

An internship is a capstone experience in which students have the opportunity to apply their knowledge of psychological research, theories, and explanations for human behavior. Students will develop competence in the discipline of psychological science through a field placement, as well as a weekly seminar led by a faculty member.

What is a typical field placement?

Field placements are diverse, but frequently include schools, businesses, hospitals and other medical settings, research programs/facilities, mental health and social service agencies, and non-profit organizations.

What types of tasks will I be doing at internship?

Internship tasks will depend on the placement site. While there is not a set list of tasks each intern needs to do on-site, there are several tasks that would be considered inappropriate for an internship placement. Please review the following chart for examples.

Appropriate Internship Tasks	Inappropriate Internship Tasks
Providing psychoeducational services under the supervision of an appropriate, qualified supervisor	Restraints/holds (even if the intern is trained)
Attending meetings with supervisors, contributing when appropriate	Clerical work (making copies, filing, etc.) beyond what supervisors typically do
Completing project-based tasks such as literature reviews, participant recruitment, data collection, and analysis; database development and maintenance	Acting as an interpreter or translator (Students may use language skills, however this may not be in the place of direct service learning experiences. Please note, students are training as human service professionals, not interpreters.)
Behavioral observations, survey administration	Transporting clients in their personal vehicles
Program evaluation	

If you have questions about whether or not a task would be seen as appropriate, please ask the internship coordinator. Regardless of what tasks are assigned, we expect students to maintain the utmost professionalism throughout their internship experience. This includes skillfully and ethically working with the individuals served, interacting appropriately with colleagues and supervisors, dressing appropriately, and arriving on time and maintaining an agreed upon schedule.

What are the qualifications/requirements for doing an internship?

Typically, students should be in their final semester at the university. Students wishing to complete an internship should also have a minimum of a 2.5 overall GPA and major GPA; in addition, students must have made up any “o” grades within the major. Students must also have taken relevant courses and sought out others to adequately prepare them for the sort of internship they are seeking. Last, students must demonstrate appropriate professionalism.

How do I apply for internship?

If you are interested in applying for an internship, the first step is to attend the mandatory internship planning meeting the semester before you intend to do an internship. You would then need to meet individually with the internship coordinator to discuss your plans. The internship coordinator will provide you with an application which must be returned to him/her, along with other supporting materials (see “Contracts & Forms”).

When should I apply for internship?

Students should express interest to their academic advisor at least 2 semesters before they plan on completing an internship.

Students must also attend the Internship Planning Meeting and meet with the internship coordinator the semester before they plan to pursue an internship. The coordinator will provide the student with an application at this time. In order to apply for internship, you must meet with your advisor, who must sign the application form, verifying that you have met the GPA requirements for internship. Turn the application, personal statement, and all of the required materials listed on the application form into the internship coordinator by the deadline for applications.

What is the approval process like for an internship?

Once your application is returned, faculty will review your application and qualifications for completing an internship and make their recommendation to the internship coordinator and internship committee. If approved to pursue an internship, you will be notified by the internship coordinator regarding their decision.

How do I find an internship?

Ultimately, it is your responsibility to locate a site that is willing to take you on as an intern. The internship coordinator will work with you to help you locate potential internship sites and to determine if a site would be an appropriate placement.

How long is a student's internship?

The student is required to spend the corresponding number of average hours per week in placement for each credit load:

6 credits: 15 hours, totaling 225 hours

9 credits: 22 ½ hours, totaling 337.5 hours

12 credits: 30 hours, totaling 450 hours

How will I be supervised?

You will receive individual supervision from a supervisor at your internship site. For a 6-credit internship, you must receive at least 30 minutes of face-to-face supervision per week; for a 9-credit internship, you must receive at least 45 minutes; for a 12-credit internship, you must receive at least 60 minutes.

You will also receive supervision from a faculty member in Psychological Science. During semesters when there are enough students, you will be placed in a section of an Internship Seminar class where you would receive group supervision with other students. If there are not enough students to run a section of Internship Seminar, the department chair would assign you to a faculty member for individual supervision.

How is the internship seminar structured?

Interns attend ten, 2-hour seminars on campus during the semester. The seminar provides an opportunity for students to integrate their academic work with field experience through various assignments and discussion. The focus of the seminar will be on five different areas: 1) Professional & ethical Issues, 2) Evidence-based practice, 3) Career development, 4) Connection of psychological theory to practice, and 5) Interpersonal and professional skills. In addition, students will receive supervision from their faculty instructor and group supervision from their peers. Seminar attendance is mandatory.

What are the faculty supervisor's responsibilities?

Faculty supervisors are expected to provide individual and/or group supervision to interns and are responsible for developing relevant coursework for the internship experience. They must maintain open communication with internship sites and conduct at least two visits with students' internship sites, one of which must be on-site. Faculty supervisors are also responsible for helping students problem-solve any difficulties they may be experiencing at their internship site, and may intervene/advocate on a student's behalf when indicated.

What is expected of on-site supervisors?

Supervisors serve as mentors to our students; therefore, we require that they have the educational and experiential background that brings such expertise. Ideally, supervisors

should hold at least a Master's degree in a related field, an appropriate professional license (if applicable), and 5+ years of relevant work experience, although exceptions will be considered by the internship committee.

On site supervisors must provide students with a minimum of an hour of supervision per week for a 12-credit internship (or ½ hour for a 6-credit placement and ¾ hour for a 9-credit placement). The schedule and format of supervision is flexible to the particulars of the placement site. Supervision should focus on providing direct, constructive, and timely feedback regarding the student's work performance, interpersonal behaviors, work habits and planning, and areas of strength/improvement. Supervisors will be asked to complete a student evaluation at the end of the internship placement; this feedback will be used by the faculty supervisor in determining a final grade for the internship.

How are schedules determined?

Interns work with their site supervisor to create a schedule. Students are expected to maintain that schedule, unless prior arrangements have been made with the site supervisor.

Can I have a paid internship?

The Psychological Science department generally does not allow for paid internships. Exceptions to this rule must be approved by the Internship Committee.