PSYCHOLOGY DEPARTMENT INTERNSHIP POLICIES AND PROCEDURES

Here are the steps:

1. Determine your eligibility:

To be eligible to earn internship credit at Fredonia, you must have:

- earned at least 30 credit hours
- a minimum GPA of 2.0
- the maximum number of internship credit hours allowed is 24 credits toward your degree

2. Do your research:

Students considering an internship are required to arrange the internship through the Career Development Office (CDO) Visit their website here. Also visit the Psychology Department webpage for internship information specific to Psychology internships for course credits.

3. Know your deadlines:

Students must find an approved placement and complete the CDO's *Learning Contract for Experiential Education* by the end of the semester before the internship in order to obtain approval for registration for the PSY 479 Internship in Psychology course.

So, you must begin the search for the internship and complete the contract the semester **BEFORE** your internship starts.

- Students will not be approved for registration in the PSY 479 course without an approved contract.
- Students cannot begin work at an internship site without this contract in place.

4. Consider what type of internship experience you are looking for and are able to do (i.e. some sites are off campus and you would need your own transportation):

- Some of the settings where we have placed students include group homes for adolescents with behavior problems, domestic violence shelters, psychiatric hospitals, schools, assisted living facilities, human resources departments, and correctional facilities.
- There are also on-campus opportunities with different offices, such as the CDO, Academic Advising, Transfer Student Services, Student Affairs, Counseling Center or other organizations on campus.

5. Make an appointment with the CDO

Your appointment at the CDO will help you to explore your options, identify internship opportunities, and apply for internships. The CDO can also help you to:

· Develop effective resumes and cover letters, and polish your internship/job seeking and networking skills.

· Get started on and answer questions about completing the *Learning Contract for Experiential Education*

· Apply for internship funds to support transportation, parking, childcare, housing, food or other incidental costs and expenses. Students are eligible for one award per major/degree program.

6. Choose an internship position

Contact the Psychology Department chair to verify that the internship position qualifies for PSY course credits.

7. Meet with the site supervisor for your internship

At this meeting, fill out the "SITE SUPERVISOR – ORGANIZATION" section of the form **AND** the "JOB REQUIREMENTS" section with your site supervisor. Determine the dates of the internship (typically begin to end of semester) and the number of weekly hours that will be required by the site. This must be completed in order for the faculty supervisor to fill out their part of the form to determine the number of credit hours that you are eligible to register for. Note that:

· 1 credit hour = 40 hours of work on site (this does not include commuting time)

· The site supervisor will be asked to provide an evaluation at mid-semester and the end of the semester

· Your site supervisor must sign the contract

8. Complete the "EDUCATIONAL OBJECTIVES" section of the form. A meeting is not required for this step – this is the student's responsibility.

For PSY credits, your educational objectives must connect to the psychology department's student learning outcomes. Put some thought into how your internship connects to and contributes to your psychology education. So, using the list below, provide the relevant outcomes that are related to your internship job requirements and explain as follows:

· Applying knowledge of psychology to solving practical problems - What problems will you help to solve?

· What are some psychological concepts that apply to your internship experience?

· Understanding and employing ethical standards of professional behavior – What are some ethical issues involved in your work?

· Developing and practicing interpersonal and intercultural responsiveness – How does your internship help you do this?

· Applying psychological principles to strengthen community and improve quality of life – How does your work for the organization do this? For which groups of people?

· Interacting effectively with others, using appropriate technological skills to improve communication – What part of your job involves developing these skills?

· Refining project management skills, developing workplace collaboration skills, and displaying effective judgment in professional interactions – How might your internship work apply?

· Develop direction for life after graduation – How will your internship prepare you for the future?

9. Meet with the Department Chair to determine the "METHOD OF EVALUATION OF EDUCATIONAL OBJECTIVES" and obtain Faculty Sponsor approval.

· Student and Faculty Sponsor sign the form

10. Return the completed form, signed and dated by the student, site supervisor, and faculty sponsor to the CDO for approval by the CDO internship coordinator. Also send a copy to the faculty sponsor in order to get approval to register for PSY 479 internship course credits.

The number of credit hours is determined by the total number of hours you will be working at your internship site during the semester:

· 1 credit hour = 40 hours

· 2 credit hours = 80 hours

· 3 credit hours = 120 hours

11. Register for your internship course through YourConnection.

12. Get ready for a new and exciting experience!