

SAMPLE Application for TCNJ Internship in Psychology (PSY 399/PSY 487)

Timeline for Submission:

If you plan on registering for the course during the registration period, you may submit your proposal online beginning two weeks prior to the first day of the registration period. Proposals will be reviewed on a first-come, first-served basis and will be due three weeks before the start of classes for the internship semester. Questions should be directed to the Internship Committee Chair listed at the bottom of the [department's internship webpage](#).

Eligibility:

- Minimum GPA of 2.5
- Sophomore status
 - Sophomore standing for students who entered the College prior to Fall 2025 (32 course unit model): 8-15.75 earned units
 - Sophomore standing for students who entered the College during or after Fall 2025 (30 course unit model): 7.5-14.75 earned units
- For PSY 487, completion of PSY 299 with a minimum grade of C- (or for students that entered the College Fall 2025 or later, PSY 390 with a minimum grade of C-)
- Find and secure an internship placement
- Secure sponsorship by a faculty member

Internship Policies:

- A maximum of 3 units from internship courses can count toward the Bachelor's degree.
- A maximum of 1 ELOPsy course can count toward the Specialized area of the Psychology major; the other 2 Specialized courses must be conventional courses. ELOPsy courses at the 300-level include PSY 390 (only applicable for students that entered TCNJ before Fall 2025), PSY 391, PSY 393, PSY 394, PSY 395, PSY 397, PSY 398, and PSY 399.
 - For students who entered TCNJ prior to Fall 2025, a second ELOPsy course at the 300 level can satisfy the Psychology Elective Requirement.

- You can enroll in PSY 399 or 487 for variable credit depending on the number of hours that you work on site. Options range from 0.25 to 2.00 units, where each 40 hours onsite = 0.25 units. Thus, a traditional 1 unit course will require a minimum of 160 hours onsite.
 - To satisfy a requirement for the Psychology major, PSY 399 and 487 must be completed for at least 1 unit of credit. PSY 399 internships taken for less than 1 unit may act as Elective credit toward graduation, but will not satisfy an in-major requirement.
- When calculating internship hours, HSS does allow some flexibility in that students may begin the internship experience and count hours prior to the start of the semester in which they enroll. This is only permitted if the following conditions are met:
 - Internship course application has received approval from the HSS Dean's Office prior to starting internship hours.
 - Faculty sponsor submits a statement to the Associate Dean to attest that:
 - Per AFT agreements, they will not be working or corresponding with the student about the internship experience when they are not on contract. The Department Chair or Associate/Assistant Chair will be the point of contact for issues that arise during this time frame.
 - The early start of the internship meets the learning goals of the internship course.

Approval Process

The approval process has FOUR parts.

1. [Part 1](#) is obtaining overload approval (only if you would like to take more than 4.5 units, and up to a maximum of 5 units, during the term that you are completing the internship).
 - a. Overload is typically NOT recommended during an internship semester due to the added constraints of onsite hours and commuting time. Overload also has specific requirements such as minimum GPA and number of units completed. For more information, please see the [HSS Course Overload webpage](#).
2. [Part 2](#) is getting approval from the Psychology Department.
3. [Part 3](#) is getting approval from the School of Humanities and Social Sciences.
4. [Part 4](#) is making sure that you are correctly registered on PAWS.

In order to make sure that you are correctly registered, you must complete all parts of the approval process.

Part 1: Obtain Overload Approval

**If you will not need overload approval, please move to Part 2: Obtain Psychology Department Approval*

1. If you will need to overload during the term you are completing the internship (i.e., enroll in more than 4.5 units), and **your primary major is Psychology or another HSS program**, please follow the following steps:
 - a. Please complete the [course overload interest form](#), which can be found on the [School of Humanities and Social Sciences forms page](#).
 - b. Your request will be sent to your major Department and you will receive an email describing next steps.
 - c. Once you have received an email from the Dean of HSS giving you permission, you can proceed to the next step of the application process. Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 3
2. If you are requesting permission to overload and your **primary major is NOT psychology or any other major in the School of Humanities and Social Sciences**, please follow the following steps:
 - a. Please contact your School to request approval to overload.
 - b. Once you have received approval, you can proceed to the next step of the application process. You will need to submit a screenshot of the approval (typically, an email giving permission) to the HSS Application in Part 3.

Part 2: Obtain Psychology Department Approval

Note: Student may choose to complete Steps 2 and 3 simultaneously or in reverse order.

Step 1: Review prerequisites and course information

- Review the course prerequisites, general information, frequently asked questions, and application documents located on the [Psychology department's internship webpage](#). Confirm that you meet course prerequisites to apply for a Psychology Internship.

Step 2: Faculty sponsor

- Find a TCNJ faculty sponsor and set up a meeting to discuss the application process. Only full-time Psychology faculty members can serve as sponsors.

Step 3: Find an appropriate internship site and supervisor

- Although the TCNJ faculty sponsor may provide guidance, it is the student's responsibility to find an internship site.
- Student should give the [Letter to Internship Site Supervisor](#) to the prospective site supervisor so he/she is clear about the PSY 399/487 course requirements.
- Student should discuss relevant internship tasks with the site supervisor so both parties are clear about the tasks before the site supervisor writes the *Letter of Intent* (see **Step 4**).
- If the student is concerned about any tasks, please discuss concerns with the TCNJ faculty sponsor before moving forward with the application process.

Step 4: Letter of Intent

- Request a *Letter of Intent* (to supervise or hire) from your prospective internship supervisor/ employer. The supervisor can provide you a printed copy of the letter or can send the letter via email to your faculty sponsor. The letter MUST meet all the criteria listed in the Letter to Internship Site Supervisor (please see link in **Step 3**).

Step 5: Complete the internship application

- Consult with your TCNJ faculty sponsor to complete the *Internship Application* (see below). Samples of completed application forms can be downloaded from the [Psychology department's internship website](#). On the *Internship Application*, please make sure that:
 - Section #2: On-site tasks are the same as tasks identified in *Letter of Intent*
 - Section #3: Assessment includes strategies A-D for 399 and A-D, plus F, for 487
 - Section #4: All relevant assessment strategies are indicated at least one time
 - Section #5: If included in the application, grading components sum to 100%

Step 6: Submit the Psychology internship application online

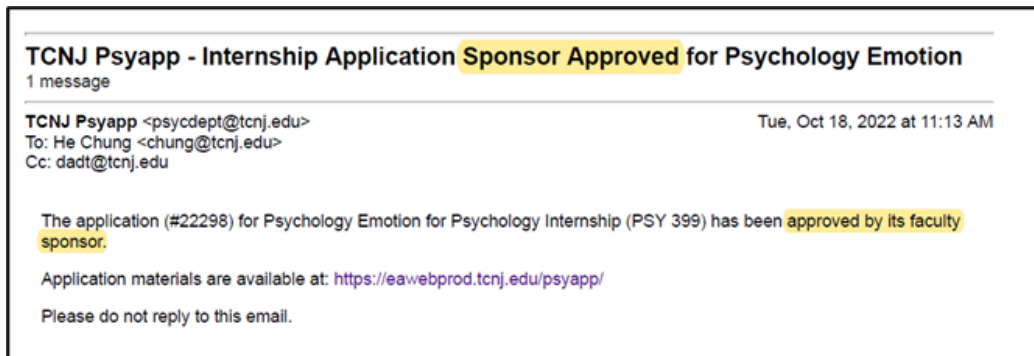
1. Complete this entire application form (the word document that appears after these instruction pages) and have your faculty sponsor review it (e.g., via email).
2. Log onto the ELOPsy Online Application system, Psyapp, using your TCNJ email username and password. You can reach the links to the ELOPsy Applications by clicking

[here](#) or by navigating to the “Academics & Research” tab on the [Psychology homepage](#). Please answer the questions and submit your documents (i.e., the word document, the letter of intent from your on-site internship supervisor, the R&R registration form, and the Overload form, if applicable) to the ELOPsy website.

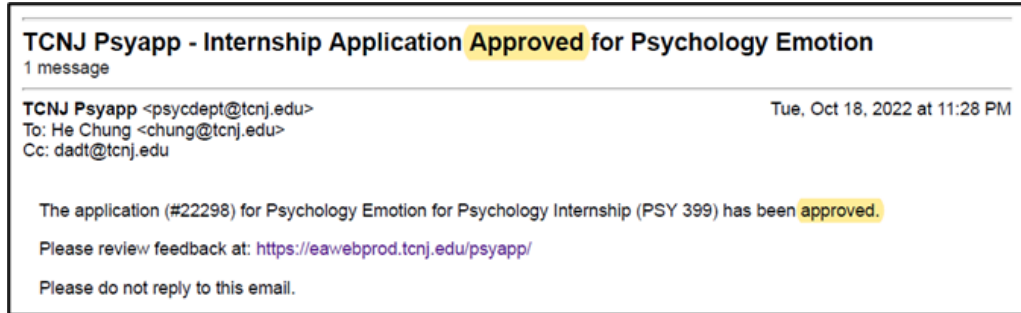
3. Once your faculty sponsor has approved your application, it will be reviewed by the Committee. Incomplete proposals will not be reviewed. If you have questions, please contact your faculty sponsor or the Chair of the Internship Committee.

Step 7: Review ELOPsy committee feedback

- There are four possible statuses during review:
 - **Submitted:** Proposal successfully submitted and being reviewed by Faculty Sponsor.
 - **Faculty Sponsor Approved:** Faculty Sponsor approved the application and it is being reviewed by a member of the Internship Committee. Once your faculty sponsor has approved the application, you will receive an email notification—an example of such a Psyapp email is included as an image below.



- **Revisions Required:** The requested revisions will be documented in the system and will appear online to the student and faculty sponsor. Failure to submit the revisions in a timely manner will result in the delay in approval of your proposal. Log into ELOPsy and access your application where you will find the requested revisions. Working with your faculty sponsor, make the requested change and upload the revised document to your existing application on ELOPsy. DO NOT start a new ELOPsy application.
- **Approved:** Chair of the Internship Committee has granted final approval of your proposal. You will receive an email notification of the approval—an example of such a Psyapp email is included as an image below.



- Once your proposal has been approved, the ELOPSy Online system will notify you via email. Notification of your approval will be sent to the HSS Dean's office.

PART 3: Obtain School of Humanities and Sciences Approval

1. Go to the [HSS Forms: Internship, Study, Research, Thesis and Course Overload](#) webpage.
2. Select HSS Independent Internship, then scroll down to HSS Independent Study/Research or Internship Application System.
3. Upload the following into the HSS portal:
 - your approval email
 - the proposal
 - the overload form (if applicable) into the online portal.
 - **Note: You do not need to upload the letter of intent from your on-site supervisor.*

PART 4: Check Registration on PAWS

- We suggest that you check PAWS to ensure that you have been registered. If you have not been registered within 2 weeks of receiving approval, contact Records & Registration.
- The last day to be registered for Internship is the last day of the drop/add period (usually the end of the first week of classes in the semester in which you will be enrolled in the course).
- It is your responsibility to check PAWS to ensure that you have been registered. Unless you are registered for the course, you will NOT be allowed to complete the class.

PSY 399/487 Application

Student’s name: Jane Doe

Faculty sponsor: Dr. Stahl

Student’s email address: doej1@tcnj.edu

Course #: (check one) __ PSY 399 PSY 487 (if 487, please also complete the rationale below)

Semester for which you are applying: (check one) ___ Fall Spring ___ Summer

Year: 2026

Experiential Learning Opportunities:

(PSY 391, PSY 393, PSY 394, PSY 395, PSY 397, PSY 398, PSY 399, PSY 487, PSY 492, PSY493, PSY 494) you have PREVIOUSLY completed or are CURRENTLY enrolled in. Enter N/A (Not Applicable) if you have not PREVIOUSLY registered for ELOPsy courses. Please delete any rows you do not need.

Course and Project Title	Faculty Sponsor	Semester/Year	# Units
PSY 390	Dr. Dahling	Fall 2025	1

Current Internship:

Name of internship site: ABC Company

Name of internship supervisor: Ms. Supervisor

Address of internship site: 123 ABC Company Rd, Ewing NJ 08618

Supervisor email: Supervisor@ABCCompany.com

Supervisor phone number: 123-456-7890

Internship title: ABC Human Resources Assistant

Internship hours per week: 15 hours

On-Site Activities:

Please list the primary ON-SITE ACTIVITIES or TASKS required for this Internship. Your on-site supervisor will be asked to evaluate your performance on these tasks.

TASK * Should be consistent with those in the Letter of Intent.	Brief description of activities
Maintaining various HR databases	Updating spreadsheets, filing paperwork
Assisting in certain recruiting efforts	Gathering information, making packets for new hires
Ensuring compliance with our Affirmative Action plan	Posting jobs, notifying contacts of posted jobs
Tracking employee anniversaries and tuition reimbursement	Making anniversary plaques, verifying tuition reimbursement processes
Preparing new employee orientation materials and recruitment packets	Putting together packets and assisting with orientation
Working on a new way to evaluate possible new-hire candidates	Investigate possible testing options for new secretarial candidates

Assessments:

All interns will be assessed based on their performance in activities A through E below. In addition, an oral presentation (F) is required for students in PSY487. Additional assessments for this internship, if appropriate, can be indicated at the end of the list (G and beyond). Please provide the required information in the blanks below:

- A. **Contact with faculty sponsor:** Weekly in-person meetings between student and faculty sponsor are recommended for all internships; weekly or bi-weekly in-person meetings are *required* for internships involving clinical populations.

Indicate the frequency of meetings (e.g., weekly, bi-weekly) and type of contact (e.g., in-person, phone):

Frequency: bi-weekly Type of contact: in-person

If you are proposing a clinical internship without weekly or bi-weekly in-person meetings, provide justification: N/A.

****NOTE:** The committee will NOT accept solely email contact for clinical internships. Some in-person or phone/video call contact is required for clinical internships.**

B. **Journal:** You will complete a journal entry *each day* you attend your internship. You will email your journal to your faculty sponsor *each week*.

C. **Evaluations** completed by on-site supervisor (mid-semester and end-of-semester).

D. **Written paper:**

PSY399: 12-15 page paper with 12 or more references. In the paper, you will consider aspect(s) of your placement in light of the professional psychology literature. Indicate the general issue(s) you are likely to consider in your paper:

Employee selection.

PSY487: 20-25 page paper submitted to your faculty sponsor in multiple drafts, with feedback on drafts incorporated into subsequent drafts. In the paper, you will consider aspect(s) of your placement in light of the professional psychology literature. Indicate the general issue(s) you are likely to consider in your paper:

E. **Internship survey:** At the end of your internship, you will complete an online internship survey (through Qualtrics). The 10-minute confidential survey asks questions about your internship site, supervisor, and what you did at the site. Psychology faculty will have access to your completed survey. Completed surveys (without your name) will also be placed into a binder in the psychology main office, so that other students who are looking for internships can read about your experiences and comments. Your completed survey will not be shared with your internship supervisor and will not be posted online. You will not receive a grade for the course until you complete this survey.

F. **Oral presentation** (*required* only for PSY487): Oral presentation related to your internship experiences. Indicate here the likely audience/event for your presentation:
Celebration of Student Achievement (COSA)

G. **Other Assessment** (if any): N/A

Evaluation:

Please list 3-6 LEARNING OBJECTIVES for your internship. Specify how each learning objective will be assessed by referring to the assessments in the list above by letter (A-G; excluding E). A learning objective may have multiple associated assessments; each relevant assessment strategy **must appear at least once** in the Assessment Strategy column below. Learning objectives and assessment strategies will guide your progress throughout the internship and will be used to certify your successful completion of the internship.

The objectives below are just examples; depending on your internship site and responsibilities, your learning objectives may look different.

Learning Objective	Assessment Strategy * Indicate relevant A-D (and F for 487), strategies from Section 3
Learning about employee selection to help with key project (identifying new testing options for secretarial job candidates)	A, D
Getting more involvement in everyday tasks and projects performed in HR departments.	A, B, C
Learn more about recruitment and employment law that is relevant to tasks	A, B, C, D

Grading of Internship (Optional):

This grading rubric may be revised or omitted from the application at the discretion of the faculty sponsor.

Note: If this rubric is included in a PSY 487 application, make sure that the value for “E: Oral Presentation” is greater than 0% and that all components sum to 100%.

- A. **15%: Contact with faculty sponsor:** Student is on time and prepared for scheduled meetings or contacts with faculty sponsor. Student uses meeting time effectively. Student shows initiative in raising topics for discussion.

- B. **20%: Journal:** Journal entries are sent via email each week. Journal contains an entry for each day at the internship site. Entries are detailed and reflect thoughtful engagement at the internship site.
- C. **30% total (15% each): Evaluations** by on-site supervisor (mid-semester and end-of-semester). Evaluations indicate that student is conscientious, professional, and dependable. Student is developing relevant skills. Student uses supervision appropriately and effectively.
- D. **30%: Written paper:** Paper meets criteria for length, number of references, APA format, and content. Paper reflects thoughtful engagement with the relevant professional literature in light of the internship experiences. Written presentation is clear, concise, convincing and meets the standards of the field for written expression. For PSY487, student has addressed feedback meaningfully in subsequent drafts. The written paper constitutes the student's formal Final Evaluation for this course.
- E. **5%: Oral presentation** (*required* only for PSY487): Presentation is clear, well-organized, and appropriate for the intended audience. Content of the presentation is thoughtful and relevant to the specified topic.
- F. **0%: Other Assessment** (if any) **N/A**

487 Rationale (only for students applying for 487):

Please provide a rationale for why you want to take your internship at the 400-level rather than the 300-level. Taking a 400-level internship requires much more time and effort because it involves a significant writing component that spans the entire semester. Please explain to the committee how combining an internship with your senior writing experience will provide you with an important educational experience that you could not obtain by completing the internship at the 300-level. **NOTE:** PSY 487 does NOT require more hours at your internship site, so a rationale explaining how you will obtain more experience at your internship site is not appropriate. The difference between 399 and 487 is the writing component, so please explain why doing your senior writing requirement in conjunction with your internship will benefit you.

N/A

If you are completing PSY 399, please do not complete this section.