

## **Application for TCNJ Internship in Psychology (PSY399/PSY487)**

**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 **accepted through three weeks before the start of the internship semester**. Questions should be directed to the Internship Committee Chair listed at the bottom of the Internship Web site: <https://psychology.tcnj.edu/student-research/elopsy/internships-3/>

### **To be eligible to apply for a Psychology Internship, you must meet the following requirements:**

- Minimum GPA: 2.5
- Sophomore status
- For PSY487, completion of PSY299 with a minimum grade of C-
- Find and secure an internship placement
- Sponsorship by a faculty member
- The maximum internship course units to be counted toward a degree by any one student are three
- For PSY399, determine number of units. PSY399 can range from 0.25 to 2.00 units depending upon the number of hours worked and the variety and quality of the internship tasks. Typically, 40 hours onsite = 0.25 units. Thus, a traditional 1 unit course will require a minimum of 160 hours onsite.
- 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.

## **Instructions**

**The approval process has FOUR parts.**

1. Part 1 is obtaining overload approval (only for students who would like to overload during the term that they are completing the internship). **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:**  
<https://hss.tcnj.edu/humanities-and-social-sciences-course-overload/>
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.

### **PART 1: Obtain Overload Approval**

1) If you are requesting permission to overload and your **primary major is Psychology (or another department in HSS)**, please follow the following steps:

- If your primary major is Psychology, please complete the overload interest form found on this webpage: <https://hss.tcnj.edu/humanities-and-social-sciences-course-overload/>
- Your request will be sent to your major Department and you will receive an email describing next steps.
- Once you have received an email from the Dean of HSS giving you permission, you can proceed to Part 2 of the application process. Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 3.

### **PART 2: Obtain Psychology Department Approval**

*Note:* Student may choose to complete Steps 1 and 2 simultaneously or in reverse order.

**Step 1:** Find a TCNJ faculty sponsor and set up a meeting to discuss the application process.  
Only full-time faculty members can serve as sponsors.

**Step 2:** 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. Suggestions on how to find a site can be found here: <https://psychology.tcnj.edu/psy399-487-independent-internship/>
- Student should give the **Letter to Internship Site Supervisor** (download from the psychology internship [website](#)) 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 3:** Obtain 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” application document located at: <https://psychology.tcnj.edu/psy399-487-independent-internship/>

**Step 4:** Consult with your TCNJ faculty sponsor to complete the *Internship Application* (see below). Samples of completed application forms can be downloaded from the 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 5: Submit the Psychology Internship Application online.**

- 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)
- Log onto the [ELOPsy Online Application system](#) using your TCNJ e-mail username and password and submit all documents through this website. Answer all questions and submit all of your documents to the ELOPsy website. Once your faculty sponsor has approved your application in the ELOPsy System, 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 listed at the bottom of the [Internship Information website](#).

**Step 6:** After you have submitted your application, you will receive Committee feedback via email on the status of your application. There are four possible statuses during review:

- **Faculty Sponsor Approved:** Faculty Sponsor approved the application and it is being reviewed by a member of the Internship Committee.
- **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.
  - **Note:** To make revisions (e.g., upload new documents, change application information), students should edit the existing application and re-submit the application. DO NOT start a new application.
- **Approved:** Chair of the Internship Committee has granted final approval of your proposal. You will receive an email notification of the approval. Keep this email. You will need to submit a screenshot of this email to the HSS Application in Part 2 when asked for the Department Chair’s approval. For the Psychology Department, the Independent Study Committee approval takes the place of the Chair’s approval.

## **PART 3: Obtain School of Humanities and Sciences Approval**

- 1) Go to the HSS website: <https://hss.tcnj.edu/resources/current-students/forms/>
- 2) Scroll down and select: [https://tcnj.co1.qualtrics.com/jfe/form/SV\\_80LO2Hk51VOZ5To](https://tcnj.co1.qualtrics.com/jfe/form/SV_80LO2Hk51VOZ5To)
- 3) Complete the online form. You will be asked to respond to many of the similar questions as was on the Psychology Department Application, among other questions. You may want to prepare your response to the following questions ahead of time:
  - Internship organization information including name of organization and address
  - “Please briefly summarize your proposed internship in 1 or 2 sentences.”
  - Dates of your internship (beginning and ending) as well as average number of hours per week
- 4) Upload the following forms to the HSS online portal:
  - Screenshot of the Faculty Sponsor Approved email notification. *(If you don't have that email handy, that's OK. You can just upload this Application Approval Email for the faculty sponsor approval email as well since this email states that you have approval from **both** your faculty sponsor and the department.)*
  - Screenshot of the Application Approval email notification (this email).
  - The Psychology Department Application Form (the same form that you already completed and uploaded to the Department Application portal)
  - You do **NOT** need to upload the letter of intent from your on-site supervisor.
  - If you have already completed an internship at this location for course credit, you need to upload a document that articulates how you “will be able to apply essentially different knowledge, methods, skills, etc. (still program related) than those applied in the prior internship.”
  - For students requesting overload only: Screenshot of permission to overload (typically, an email from the Dean of your school giving you permission).

#### **PART 4: Check Registration on PAWS**

- 1) The Dean's office will process your application and request your course registration through Records & Registration. 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.
- 2) 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).
- 3) 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 course.

# Application

Student's name: \_\_\_\_\_ Faculty sponsor: \_\_\_\_\_

Course #: (check one) \_\_\_ PSY399 \_\_\_ PSY487 (if 487, please also complete section 6 below)

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

**1. Experiential Learning Opportunities (ELOPsy) in Psychology YOU PREVIOUSLY COMPLETED\*:**

For a list of ELOPsy courses see: <http://psychology.department.tcnj.edu/internships/index.html>.

| Course and Project Title | Faculty Sponsor | Semester/Year | # Units (1=4 credits) |
|--------------------------|-----------------|---------------|-----------------------|
|                          |                 |               |                       |
|                          |                 |               |                       |

\*If you have completed a previous internship, what was the site? \_\_\_\_\_

**2. Current internship:**

Name of internship site: \_\_\_\_\_ Name of internship supervisor: \_\_\_\_\_

Address of internship site: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Supervisor phone number: \_\_\_\_\_

Internship title: \_\_\_\_\_ Internship hours per week: \_\_\_\_\_

**3. 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<br>* Should be consistent with those in the Letter of Intent. | Brief description of activities |
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**4. 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: \_\_\_\_\_ Type of contact: \_\_\_\_\_ If you are proposing a clinical internship without weekly or bi-weekly in-person meetings, provide justification: \_\_\_\_\_  
**\*\*NOTE:** The committee will NOT accept solely email contact for clinical internships. Some in-person or phone/Skype 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: \_\_\_\_\_  
  
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: \_\_\_\_\_
- G. **Other Assessment** (if any): \_\_\_\_\_

### 5. 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.

| Learning Objective | Assessment Strategy<br>* Indicate relevant A-F strategies from Section 3 |
|--------------------|--|
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**6. 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. **20%: 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. **0%: 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)

**7. 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.