Internship Application Packet
Department of Psychology
Salisbury University
PSYC 485/486

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Internship Eligibility Checklist

The following requirements should be met prior to submitting an internship application:

1. Be an SU junior or senior with a declared major in Psychology.

2. Have completed at least 60 hours of coursework overall.

3. Have completed 16 hours of coursework in Psychology.

4. Have a cumulative GPA of at least 2.5 as indicated in Gullnet.

5. Have at least a 3.0 GPA in Psychology Courses as indicated in Gullnet.

6. Have carefully read this Internship guidelines packet.

7. Have asked a Psychology faculty member to complete the Faculty Recommendation form which is submitted directly to the Internship Director. The Internship Director cannot complete the Faculty Recommendation.

8. Submit all required application materials to the Internship Director so that your application may be assessed to determine if the internship experience is approved **for credit.**

Preparedness for the internship is determined on a case by case basis by the Internship Director.

The internship Director has the right to approve or deny you internship request.

What is an Internship?

An internship is an official program by which you, as an undergraduate student, receive practical experience in an occupation or profession while earning course credit. Internships provide on-the-job training.

Psychology is a highly diverse field, and people with psychology backgrounds are found in all types of work environments. Consequently, students can pursue internships in a wide variety of fields and with a wide variety of employers.

Acceptance into an internship is not guaranteed by completion of this application. Internship acceptance depends upon several factors, including but not limited to applicant qualifications, meeting required deadlines, and sufficient course enrollment. Preparedness for the internship is determined on a case by case basis by the Internship Director. Also, academic credit can only be earned for internships arranged and supervised according to departmental procedures. <u>You cannot find and begin an internship on your own and then receive credit after the fact. You cannot receive credit for a position or job (paid or voluntary) you already hold or held at any point in the past</u>.

Why do an Internship?

Internships are valuable to you, the university, and the broader community.

Benefits to you include: (1) the opportunity to learn professional experience that cannot be taught in the classroom; (2) the opportunity to apply theory learned in your classes to actual work situations; (3) development of professional networks that may aid in your employment search; and (4) listing the internship as a professional experience on your resume and/or graduate school applications. Some students are able to secure paid employment with an agency after successfully completing an internship.

Benefits to the university include: (1) broadening of our academic programs; (2) foster closer working relationships with local organizations and professionals; (3) draws students to our university and program.

Benefits to the professional community include: (1) the opportunity to preview prospective employees; (2) interns can provide fresh new perspectives and ideas; (3) the opportunity to contribute to education of a future workforce.

What are the Minimum Requirements for Applicants?

As detailed on the Internship Eligibility Checklist (see page 3), Internships are open to SU students with a declared major in Psychology who meet the following: (1) Junior or senior status, as indicated by completion of at least 60 credits of coursework; and (2) Completion of 16 credits in Psychology courses with a C or better; (3) A 2.5 overall GPA; (5) A 3.0 GPA in Psychology courses and (6) Recommendation by a Psychology faculty member.

How Do I Find, Apply And Register For A PSYC Internship For Credit?

Overview of Steps

1. Make sure you are eligible for an internship by reviewing the checklist on page 3 of this Internship Packet. When in doubt, review your eligibility with your Psychology Academic Advisor.

2. Ask a full-time faculty member to complete the online Faculty Recommendation form (provided on page 7) which is submitted directly to the Internship Director.

3. Complete Part I (provided on page 8) of the Internship Application (found in the Psychology Department) & create/update your curriculum vita (C.V.).

4. Schedule to meet with the Internship Director for a screening interview. Once approved for an interview, the Internship Director can then provide you with contact information for a University-approved internship site based upon your interest/goals. Other suggestions for finding an internship site include: (1) Visit Career Services or their website for updated internship opportunities; (2) Monitor your campus e-mail for internship updates; (3) Aim high! Pick your favorite organization and investigate options there (many organizations have web links to their internships and online applications); (4) Ask people in your social & professional networks; (5) Ask your Academic Advisor or faculty in the PSYC department.

5. Make sure your online presence is professional.

6. Telephone or email the organization's internship representative for an interview. Bring your C.V. and Internship Application (Parts 1 and II) to the interview. Determine if they can offer 135 hours during the semester/days/times you prefer; the internship matches your interests and professional goals; and the internship is interesting to you.

7. Complete Part II of the Internship Application (pages provided on page 8) WITH the organizations' internship representative, and then you both sign what you negotiate together. This is part of your working contract with them and with the Psychology Department. It is your assurance that you will get to do what you negotiated within the time you have. When in doubt, include more detail than less.

8. Return the entire signed application to the PSYC Internship Director. Please retain a copy of the application for your records. After your materials are submitted, the Internship Director will review your application and ensure that an Internship Site Agreement for your desired internship organization is on file with Salisbury University.

9. Monitor your campus e-mail for approval and registration information. Once your materials have been reviewed and approved, the Internship Director will contact you via campus e-mail with a registration date and a permission code number that allows you to register for credit for PSYC 485/486. Do not panic – you will likely NOT be able to register the same date as you register for your other classes. <u>You cannot begin your internship until you have been approved and have officially registered.</u>

Faculty Recommendation Form for Internship Applicant

Please print legibly or type.

PART I. *To be completed by the intern.*

Waiver:

I (Print your name) _____

Waive my right _____ Do not waive my right_____ to inspect or review this recommendation for an Internship.

Student ID #:_____

Phone#:_____ E-mail address:_____

Local Address:_____

Permanent Address:_____

Organization at which you are seeking an internship:_____

Semester/Year during which you plan to take the internship: _____

PART II. *To be completed by the faculty recommender.*

To the Faculty member: Please evaluate the prospective intern by rating each item listed below.

	1 Poor	*2 Fair*	*3 Good*	*4 Excellent*	*N/A*
Quality of academic work.					
Written communication skills.					
Oral communication skills.					
Maturity.					
Ability to work well with others.					
Responsibility.					
Motivation to complete an internship.					
Overall assessment of this student.					

Would you recommend this student for an internship? (circle one) Yes No

If you have reservations, please describe:

Date: _____

Recommender's Name (please print):_____

Faculty Recommender's Signature: _____

Department of Psychology -Salisbury University

Internship Application

When completed, the prospective intern should keep a copy, and then hand-deliver to: Internship Director, Department of Psychology, Salisbury University, Holloway Hall Room 303.

Please print legibly or type.

PART I: (information on the intern)

Submission date:_____

Name:_____ Student ID #:_____

Phone#:_____ E-mail address:_____

Local Address:_____

Permanent Address:_____

Major/Minor: _____

Semester/Year during which you plan to take the internship: _____

Credits completed prior to internship:_____ Overall GPA:_____ PSYC GPA:_____

List previous PSYC classes that you believe help to qualify you for this internship:

_____ _____
_____ _____
_____ ____ _____ _____

Relevant Professional Experience:_____
_____
_____
_____

How does this internship relate to your career aspirations? _____
_____
_____
_____

Describe how you found this internship and your connection, if any, with the organization or its employees:
_____
_____
_____
_____

PART II: (information on the organization)

Name of Organization:_____

Address:_____

Name of On-Site Internship Supervisor:_____

Title:_____Department:_____

Phone Number: _____E-mail address:_____

PART III: (information on the internship)

Student Job Title _____Date internship is to Begin: ___/___/___ End:___/___/__

#hours per week: _9_____ Total Hours for internship: _____135_____

Tentative Work Schedule: _____

Are any expenses of the intern to be paid by the company?_____

Explain:_____

Overall Nature of Work to be Performed by Student:

_____

_____

___ _____

Is a background check required? Not Required _____ Yes through our organization/agency_____

Yes through Salisbury University _____ (If through Salisbury University, the intern will provide the necessary form for your organization to complete)

After the prospective Intern and the On-Site Internship Supervisor sign/date this application, the Intern submits the application to the PSYC Internship Director for review. Once approved, the PSYC Internship Director seeks approval from the PSYC Department Chair. All four signatures are required for approval.

Intern_____ Date _____

On-Site Internship Supervisor _____Date_____

Psychology Internship Director _____ Date_____

Psychology Department Chair _____ Date_____

----------FOR OFFICE USE ONLY----------

Internship Site Agreement on file ( ) Yes ( ) No Internship is ( ) approved ( ) not approved