What makes me eligible for a psychology internship?
1. A declared major in psychology
2. Junior or senior standing with the College
3. Permission of the Psychology Department

What’s the process for applying for an internship?
1. Discuss your plans to apply for an internship with your advisor.
2. Write a letter to the psychology faculty explaining the type of internship experience you would like to have, and explaining your goals and how an internship will help you reach those goals. Email this letter to all psychology faculty members no later than one week before the Career Center’s deadline for internship applications.
3. Once you have departmental permission to arrange an internship, make an appointment with the Director of the Career Center to arrange an internship placement. Please note that placement opportunities are not guaranteed. Approval for an internship does not guarantee that an appropriate placement will be available for you.
4. Once you have arranged a placement, your advisor will notify the Registrar that you may register for PSYC 4000.
5. At the beginning of the term in which you complete your internship, you will sign a contract with the internship site outlining your duties and responsibilities. You will also need to meet with the faculty advisor to schedule a regular meeting time.

What do I have to do to complete the internship?
1. Obtain at least 120 hours of supervised experience.
2. Have your performance evaluated by the site half way through/and again at the end of the internship experience.
3. Keep a journal of your experiences.
4. Complete readings assigned by your faculty advisor, and comment on them in your journal.
5. Assemble a portfolio of information about the worksite, its policies and procedures, and your activities within the organization.
6. Make a PowerPoint-based presentation to students describing your internship.
7. Write a paper describing and evaluating your internship experiences.

NOTE:
Psychology internships are graded Pass/No Credit and do not affect your overall or psychology GPA.