

Requirements for Advanced Applied Psychology (Internship in Psychology Program)

INTERNSHIP CONTRACT: The contract for the internship must be completed and signed by you, your faculty supervisor and site supervisor PRIOR TO beginning your internship experience. **BE SURE TO ATTACH A LIST OF OBJECTIVES AND RESPONSIBILITIES TO THE CONTRACT.** The Internship Contract form and a sample list of objectives and responsibilities is available in the Appendix of this Internship Handbook.

STUDENT TRAINING/INTERNSHIP AGREEMENT: STUDENT RESPONSIBILITIES AND GENERAL AGREEMENTS. Please review and sign this PRIOR to beginning your internship experience.

TIME COMMITMENT: The Psychology Program requires that you perform a total of **120** hours of work for 3 units of academic credits.¹ Spring/Fall term interns are also required to attend a seminar every other week by Zoom, scheduled Tuesday evenings 5:30 – 6:30. Additional requirements for Advanced Applied Psychology are described below. These will be covered in more detail at the start of the semester when you meet for individual Zoom meetings to solidify your internship arrangements. Please review the requirements carefully. Keep in mind Advanced Applied Psychology PSYC 400 may be taken two times for a total of 6 credits. A good number of psychology majors opt to complete 240 hours of on site work, for which enrollment over two (2) semesters is needed. Others opt to intern at two different sites, for 120 hours each. If you are considering enrolling in a total of 6 credits for Advanced Applied Psychology PSYC 400, be sure to discuss this with your faculty supervisor. The minimum internship requirement for PSYCHOLOGY majors is **three (3)** credits of Adv Applied Psychology, and the minimum requirement for CPHP majors is **six (6)** credits of Adv Applied Psychology.

ORIENTATION/INTERNSHIP CONFIRMATION MEETINGS: Prior to the semester in which you plan to do your internship, you will need to begin making arrangements for your internship experience. An important starting point is reading this handbook in its entirety, followed by setting up an individual meeting with your faculty supervisor (Dr. Christine Olson for 2022-23 year). Your internship site must be approved by the faculty supervisor, who will submit a “permission to enroll” for PSYC 400 (Section 01 for PSYCHOLOGY majors; Section 88 for CPHP majors). This opens up a slot for you to enroll in the course. Evaluation of this course is based upon BOTH completion of all required paper work, hours on site and critical reflection/integration components of the course while doing one’s internship.

TIME LOG: You will need to keep a time log to track and record the dates/hours for final verification of credit hours earned. The time log may be kept in a spiral notebook, on time cards provided by the site, or you may make use of other record keeping systems. The most important factor is keeping the record and having it verified by your site supervisor. Whatever form of record keep you choose to use, it will need to be signed by your site supervisor.

Note¹:

If you anticipate doing an internship during the Summer Session(s) you may enroll for academic credit either the semester before or after you do your internship. By the end of summer or early into the Fall Term, you will need to submit all required assignments (e.g., Journal, Final Integration Paper, Portfolio). Faculty supervision will be available for internship experiences during the Summer Sessions on a distance learning basis (i.e., via Zoom/phone/email) and seminars are waived. Given waiving of seminar meetings, it will be necessary to make up seminar time with on-site time (i.e., total of 10 additional hours for summer interns and Community Psychology and Health Promotion majors).

REFLECTIVE JOURNAL: Developing a habit of deliberately reflecting upon the experiences you have during your internship experience is critical with respect to enhancing learning. Maintaining a reflective journal creates an opportunity for you to integrate internship experiences with your formal academic coursework. Reviewing journal entries will also provide you with a resource from which to draw while writing your final integration paper. With this in mind, you will be asked to make at least one journal entry a week (though more are encouraged) throughout the course of your internship. This entry should be at least two pages in length. This should not merely account for the time spent at your site (time log serves that purpose). Rather, journal entries should involve critical reflection upon the learning that is taking place while fulfilling your role as intern. Although I, as faculty supervisor, will review the entries to insure fulfillment of internship requirements, the journal will not be retained by the Psychology Program and its contents will be kept confidential.

INTEGRATION SEMINARS: You are required to attend integration seminars every other week throughout the semester (see Note 1 pg). The integration seminars will involve reflecting upon insights gained from your internship experiences, learning about the experiences of other interns, considering relevant ethical issues, considering the relationship between your internship experience and your long term career objectives and sharing your thoughts on “self as citizen” (drawing from notes on Loeb’s *Soul of a Citizen* book).

FINAL INTEGRATION PAPER: This paper will involve integration of your applied experiences with your academic coursework and with information you have gathered about your career interest(s). It should be approximately 10 pages in length and should be written in APA format. Review of your journal entries and seminar notes can serve as good sources of information for this paper. Topics addressed in this paper include: key insights from your internship experience about the nature of the profession in which you worked (e.g., addictions counselor, youth group leader, public health educator); reflections on current career interests; reflections on personal strengths and areas needing improvement; and next steps (e.g., seeking work in this area or going a whole new direction, pursuing graduate studies, learning a foreign language).

PORTFOLIO: Each student is responsible for preparing a portfolio to be turned in at the conclusion of the semester. A copy of your completed Internship Contract, Final Integration Paper, Time Log, and all evaluations should be included in your portfolio. It should also contain samples of work/roles assumed, such as the following: sample forms you needed to complete, newsletters, job description, internship site descriptive materials. Information from two relevant national (or international) professional organizations and two graduate studies programs should be included as well. Finally, you will need to include an updated resume in which you have noted your internship experience. These may be submitted in the following ways: drop it off at the Social Science Department Office; mail to Dr. Christine Olson; upload to Brightspace dropbox; or email it.

EVALUATION: As an on-going process, evaluation will be done jointly with the internship site supervisor and the faculty supervisor. The student will be kept well-informed of the process and will have input into the overall evaluation. Students should request that their site supervisor complete a mid-semester evaluation in addition to the final evaluation form, and signed copies of both should be sent/emailed to the faculty supervisor.

GRADING: Recognizing that each student will be going into the internship experience with a different background and knowledge about the role/tasks expected at one’s internship setting, mid-semester and final evaluations are considered along with the progress made by the student over the course of the internship experience. In addition, the quality of the integrative assignments submitted (e.g. journal, paper and portfolio) will contribute to the final grade for the internship and the extent to which the student integrates the internship experience with his/her academic training (via journaling and attending integration seminars). See grade criteria sheet (pgs. 4-5) for more detail.