



## PSYCHOLOGY (PSYCH 499)

15 HOURS CLASSROOM TIME/ 120 HOURS WORKED AT INTERNSHIP/3 CREDITS

### Preregistration:

- Complete the Internship & Career Planning Seminar.
- Secure internship.\*
  - **It is recommended that you begin your internship search at least a full semester before the semester you plan to complete your internship.** It takes time to search for an opportunity, interview and register. Please make an appointment with your career advisor for assistance with your internship search.
  - Obtain job description from your employer.
- Confirm Site Supervisor and contact information.  
**Site Supervisor:** a member of the organization you are working for that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork sent via Handshake and complete a final evaluation near the end of the semester.

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### Registration (two-step process):

- **Step 1: Enter your internship information in Handshake. [This entry is due before Thanksgiving for Winter 2021 Psych 499 and January 1, 2021 for Spring 2021 Psych 499.](#)**
  - Complete learning contract under “Request an Experience” under Career Center on your Handshake home page.
  - Please be sure to fill out learning objectives accurately:
    - **Learning Objectives:** goals that outline what you hope to gain from your internship experience. Each learning objective consists of: the goal/objective, means of accomplishment, and means of measurement.
  - An electronic approval process will be initiated, which requires virtual signatures from your site supervisor, faculty sponsor, and the Center for Career & Professional Development.
- **Step 2: Once your internship has been approved in Handshake, register for the practicum class, PSYCH 499. You must register for this class before the Registrar’s Office add deadline for the semester.**  
Psychology students should register for **PSYCH 499** through their PSYCH 499 instructor.

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### Helpful Tips/Info:

- University policy states that students cannot transport clients in their personal vehicle during an internship for academic credit.
- Be aware of the tuition cost for internships. An internship will be included in your fall/spring tuition, if you are taking 19 credits or under. Internships for credit will result in a separate tuition bill if taken during the Summer/Winter terms.

\*Note: The internship duties must be academically-rigorous work within the student’s major. An internship will not be approved for credit if the student is primarily doing basic office or clerical work – he or she must be practicing and developing relevant, practical skills related to a career in his or her major.