

# Center for Career & Professional Development

at Roger Williams University

## PSYCHOLOGY (PSYCH 499), JUSTICE STUDIES (CJ 469), PUBLIC HEALTH (PH 460) AND Ed Studies (EDU 314/452) PRACTICUMS

*15 hours classroom time, 120 worked at the internship*

### Preregistration:

- Complete the Career Planning Seminar.
- Secure internship.
  - 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 Hawks Hunt, and complete a final evaluation at the end of the semester.

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### Registration (Two-step process):

Step 1: Register for the practicum through your MYRWU account.

- SJS students should follow up with Professor Matt Kite (mkite@rwu.edu) after registering through MYRWU to discuss what other information he may need from you prior to the start of the internship.
- Psych. students should follow up with Bonita Cade (bcade@rwu.edu) or assigned faculty to the practicum after registering to discuss what other information they may need prior to start of internship.
- Public Health students should follow up with Kerri Warren (kwarren@rwu.edu) or Marybeth MacPhee (mmacphee@rwu.edu) prior to the start of the internship with any questions.

Step 2: Enter your internship in Hawks Hunt.

- Complete form under the “Internship Registration” icon on your Hawks Hunt home page.
- Please be sure to fill out learning objectives accurately:
  - ◊ **Learning Objectives:** goals that outline what you hope to gain from your internship experienceEach learning objective consists of: the goal/objective, means of accomplishment, and means of measurement.
- You have 90 minutes to complete this form, before the system times you out.
- An electronic approval process will be initiated, which requires virtual signatures from your site supervisor, faculty sponsor, and the Center for Career & Professional Development.

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### Helpful Tips:

- 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 get everything setup.
- Be aware of the tuition cost for internships. An internship will be included in your fall / spring tuition, if you are taking 20 credits or under. It will result in a separate tuition bill if taken during the Summer / Winter terms.
- The deadline to register for your internship is the same add / drop deadline as regular classes.
- It is important to ensure that your job description and learning objectives are filled out properly to get your internship approved through Hawks Hunt.