

# Internship Manual

## PSYC492 – Internship in Psychology

### Longwood University Department of Psychology

#### Students -- Follow These 4 Steps . . .

#### **STEP 1: Identify Possible Internship Opportunities**

- The student is primarily responsible for locating an internship opportunity. The opportunity should offer the student the possibility for growth in the following areas:
  - Academic Learning – Seeing classroom knowledge applied in the real world
  - Career Development – Enhancing understanding of organizations; networking opportunities
  - Workplace Skills – Improving critical thinking, problem solving, teamwork
  - Interpersonal Skills – Improving communication, time management, dependability, flexibility
- A student must work at least **40 hours** at the internship (this will earn **1 academic credit hour**, which meets the internship requirement). Every additional 40 hours worked can earn the student an additional academic credit hour as desired.
- The student should meet with the *Psychology Department Internship Coordinator* who will determine if the opportunity meets the requirements for PSYC492.
- If a student has questions regarding how to locate an internship, the student should meet with the Internship Coordinator, or visit the Longwood Office of Career Services.

*Scan the code to see where some recent Psychology majors have done internships:*



#### **STEP 2: Complete the Necessary Forms**

- Once the Internship Coordinator determines that the internship opportunity meets the requirements for PSYC492, the student is responsible for completing the 3 forms in this manual:
  - **FORM A - Statement of Acceptance of Intern:** To be completed by the student in collaboration with the *site supervisor* from the host organization/agency
  - **FORM B - Student Intern Agreement:** To be completed by the student
  - **FORM C - Internship Requirements:** To be completed by the student

#### **STEP 3: Introduce the Site Supervisor and the Department Internship Coordinator**

- Send a brief, professional email to the site supervisor that contains the name, email, and phone number of the Psychology Department Internship Coordinator (available on the last page of this manual). Copy the Internship Coordinator on this email.

#### **STEP 4: Submit the Forms to Get Registered for the PSYC492 Course**

- Submit, in paper, the 3 completed forms to the Internship Coordinator by the following deadlines:
  - For an internship during the *Fall or Spring* semester – the first day of classes of the semester
  - For an internship during the *Summer* – the first day of preceding spring final exams
  - For an internship during the *Winter Break* – the first day of preceding fall final exams
- Upon receiving & approving the completed forms, the Coordinator will register the student for the PSYC492 course

**Note:** Students cannot register themselves for PSYC492

# FORM A - Statement of Acceptance of Intern Longwood University (*PSYC492 – Internship in Psychology*)

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Host Organization/Agency: \_\_\_\_\_

Name & Job Title of Site Supervisor at Organization/Agency:

\_\_\_\_\_

Phone Number & Email of Site Supervisor at Organization/Agency:

\_\_\_\_\_

Summary of Duties/Tasks to be Performed for the Internship: \_\_\_\_\_

\_\_\_\_\_

**The Department of Psychology asks that host organizations/agencies try to follow some “best practices” for internship host sites, adapted from the National Association of Colleges and Employers:**

- Provide some type of orientation for the intern and employees so that everyone is familiar with their roles and responsibilities
- Provide the intern with information on the organization's history, mission, vision, values, rules, and other relevant details
- Provide the intern with work assignments that are valuable to the organization, and that allow the intern to develop workplace skills and interpersonal skills
- Provide the intern with opportunities to meet professionals in the field, both within and outside the organization

Approximate **START** Date of Internship: \_\_\_\_\_ Approximate **END** Date of Internship: \_\_\_\_\_

Anticipated Total Number of **HOURS** the Intern Will Work: \_\_\_\_\_

*I verify that this student has been accepted as an intern at my organization/agency, and I agree that my organization/agency will do its best to follow some of the “best practices” listed above.*

Signature of Site Supervisor at Organization/Agency:

\_\_\_\_\_

\* At the conclusion of the internship, we ask that the site supervisor provide an evaluation of the intern at this link:



## INTERNSHIP COORDINATOR

Dr. Sarai Blincoe

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# **FORM B - Student Intern Agreement**

## **Longwood University (*PSYC492 – Internship in Psychology*)**

I understand that I am participating in an internship sponsored by The Department of Psychology and an off-campus organization/agency. I recognize that in the internship I am subject to the rules, regulations, and policies of Longwood University, as well as those that the field supervisor deems appropriate for the organization/agency.

I understand that I am not covered by the agency's fringe benefits program and that it is my responsibility to make arrangements for my own insurance, including accident, health, and hospitalization coverage. I will not hold the internship organization or agency, or Longwood University, or any of the personnel employed by these organizations liable for injury or death as a result of this internship.

I understand that in the internship I will be representing both Longwood University and The Department of Psychology; and I will do nothing that would adversely affect the image of either unit. I agree that if any of my behavior is deemed inappropriate (detrimental to the intern, the organization/agency, or Longwood University), I will be withdrawn from the internship and accept a grade of "F".

I understand that my failure to abide by the policies and procedures of the internship program may result in termination of the internship with a grade of "F."

I further agree that I will:

- a. always dress appropriately for the internship
- b. notify my organization/agency supervisor as soon as possible should I be unable to attend on a given day
- c. avoid becoming involved in office politics and/or ideological disputes
- d. maintain confidentiality of records and internal matters at all times
- e. obtain prior approval from the department internship coordinator and organization/agency supervisor before circulating any written work I do as part of the internship
- f. never drive any organization/agency vehicle
- g. never be in possession of or use any firearms or other weapons during the internship
- h. never be alone with patients without a supervisor being present (for internships in mental health organizations)

*Depending on the organization where you are doing your internship, you may be subject to background investigations, which could include driving history, criminal background check, and/or drug testing. Arrangements for such investigations should be made sufficiently in advance to avoid becoming a barrier to completing your internship. Also, note that the time required to complete such an investigation does not apply toward the internship.*

*I have read this agreement and will abide by these policies and stipulations. I also understand that failure to abide by these policies and stipulations will result in a reduction of my final course grade*

**Your Name (Print):** \_\_\_\_\_ **Your Signature:** \_\_\_\_\_

**Your Longwood ID Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your Phone Number:** \_\_\_\_\_

# FORM C - Internship Requirements

## Longwood University (*PSYC492 – Internship in Psychology*)

### Requirements:

1. **Complete a professional career competency self-evaluation and goal setting exercise prior to the start of the internship, via Canvas.**
2. **Submit 5 summary updates of your activities on your internship through Canvas.**
3. **Keep a “Time Log” – a record of the dates & number of hours worked, via Canvas. Time log updates must be made each time hours are completed at the internship site.**
4. **When you have completed all your internship hours, you will write a paper that includes:**
  - Connections between specific internship experiences and at least 2 different psychology courses you have taken.
  - Self-assessment of growth in professional competencies
  - Evaluation of progress on the goals set at the beginning of the internship
  - Description of how the internship experiences relates to future career goals and plans
  - Length and Format Requirements:
    - Length: The required length depends on the number of credit hours of your internship:
      - *1 to 4 credit hours*: Four to five pages
      - *5+ credit hours*: Six to eight pages
    - Format: Double-spaced with 1-inch margins; No title page or reference page
  - **You will submit the Paper through Canvas within 3 days after you complete your internship hours or the last day of classes, whichever comes first. See Canvas for additional instructions.**

*I have read and understand these requirements for PSYC492 – Internship in Psychology.  
I also understand that failure to meet any of the above requirements will result in  
a reduction of my final course grade*

Your Name (Print): \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_