

Psychology Department Internship Form

Instructions and Information

- All internships taken for credit during the academic year must be approved in advance of the semester they are undertaken, or, if this is not possible, no later than the first day of Add/Drop of the semester in which the work will be carried out.
- Students may also enroll in for-credit internships during winter and summer sessions. Please note that enrolling in these might require additional tuition payment. Students must submit the completed form in advance of the published deadline, and no later than the Add/Drop deadline determined by Ithaca College.
- There are seven sections to the form. Each section must be completed. After completing all required sections, collect the necessary signatures. **Do not include this cover sheet!**
- Information on the form must be typed. Handwritten forms will not be accepted.
- The completed form, including all the required signatures and/or attachments, should be submitted to the Department of Psychology Administrative Assistant Maria Russell.
- Questions regarding the form and/or approval process should be directed to your faculty sponsor.

Note on Eligibility Students undertaking an internship must be in good standing at the College. In addition, students are expected to have discussed the internship opportunity and developed learning goals with their faculty sponsor. Students may not earn pay from federal work study while also receiving internship credit.

Internship Learning Goals

Students enrolled in for-credit internships in the Department of Psychology will demonstrate the following outcomes at the end of the internship:

1. Professionalism: Understand and apply procedures, practices, behaviors and technology appropriate to the professional context.
2. Ethics: Understand and assume ethical responsibility within the professional context.
3. Community and Communications: Analyze and respond constructively and respectfully to all communities and needs.
4. Academic Integration: Understand and apply academic knowledge, theory, and skills in the professional context.

In their final reports, students are asked to demonstrate they have achieved these goals. Faculty sponsors are encouraged to ask site supervisors to address outcomes 1, 2 and 3 in their final assessments.

Check List

Met with your faculty sponsor to discuss the internship and registration process?

Filled out this application in full?

Completed the Harassment and Discrimination Prevention training online?

Included a copy of the certificate of completion for the Harassment Prevention training?

Obtained all signatures/asked the site supervisor to email your faculty sponsor a confirmation of the internship?

When turning in your Learning Contract, please do not submit this first page; retain it for your records.

Psychology Department Internship Learning Contract

I. Student Information

Name: Student ID #: Email Address:

Local Phone/Cellphone #: Mailing Address:

II. Registration Information

School: Major & Minor (please list the minor ONLY if your internship pertains to your minor rather than your major):

Expected Graduation Date: Semester & Year of Internship:

Department: Course SUBJ and #: CRN (if available):

Are you enrolled in the NYC Program? # of credits: # of internship credits already completed:
Yes No

III. Faculty Information

Name & Department of Faculty Sponsor

Faculty Email: Faculty Phone #:

IV. Internship Information

Site/Organization for Internship: Full address of Internship site:

Name & Title of Site Supervisor:

Site Supervisor Email: Site Supervisor Phone #:

V. Short Answer

A. Briefly describe what you plan to do during the internship placement (i.e., your role and responsibilities):

B. Briefly discuss the relationship between your academic program and preparation (e.g., courses taken, extracurricular projects pursued, etc.) and the preprofessional experiences to be provided by the internship placement:

VI. Calculation of Time to be Spent on Internship & Related Activities:

To calculate the amount of time to be spent on your internship, make a list of the type of activity, then indicate how many hours per week you will spend on that activity (e.g., performing internship tasks - 2 hours/week). Do this for as many activities as you have (some common types of activities are performing internship tasks, meeting/interacting with faculty sponsor, completing logs, journals, and/or papers). Add up the total number of hours you will spend on your internship per week. Then, multiply the total number of hours you will spend working on your internship by the number of weeks the internship will run (*note that there are 14 weeks of classes per semester, plus 1 week for final examinations). Note that H&S requires a minimum of 45 hours for 1 credit for internships.

A. Hours per week performing internship tasks: x weeks in term = Total hours performing tasks

B. Hours per TERM interacting with faculty sponsor:

C. Hours per TERM completing journals/paper/final report:

D. Total Hours spent on internship:

VII. Grading

Faculty sponsors are responsible for providing a grade for the student's work on the internship. Please list here the components of the experience that will be evaluated for a grade, and the weight given to each component. Components should include the site supervisor final report or assessment (typically weighted at 50% of the final grade) and the student final report/paper, but may also include student log or journal entries, or other assignments as determined by the faculty sponsor.

A. Site supervisor evaluation: %

B. Interaction with faculty sponsor: %

C. Final report: %

Signatures and Approvals

Name

Date (dd/mm/yyyy)

A. Student

B. Faculty Sponsor

C. Site Supervisor

(or email approval to Faculty Sponsor)