**Psychology and Human Services Internship FAQ – this is long; read it all!**

**1. What is the difference between being and volunteer and an intern?**

**Read -** [**https://work.chron.com/difference-between-internship-volunteering-1086.html**](https://work.chron.com/difference-between-internship-volunteering-1086.html)

**2. Will the Department of Psychology ensure that I have an internship placement?**

No. This is ultimately your responsibility. The Office of Career Services is here to assist you in your search, but students are required to secure and complete an internship as part of the Psychology and Human Services degree plan.

In general, identifying internship sites is outside the scope of my responsibilities or capacities. Sometimes (not very often), I am contacted by prospective internship sites, but when this occurs, I put the site in contact with the Office of Careers Services so that the opportunity can be posted through the Laker CareerZone. I do not have an additional list of agencies looking for interns. I can talk with you about your interests and help you try to refine your focus, but I do not have access to information about agencies looking for interns that is not also available through the Laker CareerZone. Searching for an internship takes time. Do not procrastinate.

**3. How do I get started?**

Your internship search can take SEVERAL weeks, so do not delay in getting started.  The more energy you put into securing a good site, the more you will get out of this experience.

Your **first,** and quite possibly second, step will be to make an appointment with the Office of Career Services. They will help you update and polish your resume and will help you identify potential internship sites that align with your professional goals. This the case if you are a fully online student; this is the case is you live outside the state of Georgia. **Your first step is always going to be making an appointment with the Office of Career Services.**

Once you have identified a site where you want to intern, you and your site supervisor will complete an internship learning agreement (ILA).  You and your site supervisor will first develop your learning objectives. The learning objectives need to be (1) relevant to your professional development goals, (2) build upon competencies developed through coursework in the Psychology and Human Services major, and (3) applicable to the needs of the internship site. **Under each objective, identify duties that will be completed that will allow you to achieve that objective.** I am putting this in bold because lots of folks inadvertently skip this step. An objective is what you hope to LEARN.  The duties are what you will DO that will promote your learning.

Personally, I think reviewing the Program Outcomes are a great place to start when developing the objectives.

*Program Outcomes*

1. *Apply the major concepts, findings, and theoretical perspectives of psychology.*
2. *Evaluate research critically and apply research methodologies used in psychology.*
3. *Demonstrate effective, professional written communication skills both individually and with groups.*
4. *Demonstrate effective, professional oral communication skills both individually and with groups.*
5. *Demonstrate an understanding of the roles, responsibilities, and career opportunities for those with psychology-related degrees.*
6. *Apply the ethical standards set forth by the American Psychological Association.*
7. *Demonstrate knowledge of individual and cultural differences and their influences on beliefs, values, and interactions with others.*
8. *Interact effectively with people of diverse abilities, backgrounds, and cultural perspectives.*

After reviewing the Program Outcomes, I would STRONGLY encourage you to go to Indeed and search for your dream job. Look at the minimum requirements and responsibilities for the positions that appeal to you. THOSE are the skills you want to develop. Think about the sorts of opportunities that would allow you to become a strong candidate for that type of position. Your learning objectives AND the duties you will be completing should align closely with the minimum requirements and responsibilities of that dream job.

**All information on the ILA, expect signatures, MUST be typed. These forms are submitted to the Office of Career Services, and they will not accept handwritten forms.** Once you have a fully completed ILA that is signed (with either an e-signature or an actual signature NOT JUST TYPED) by you and your supervisor, you will send me a copy through <https://forms.office.com/r/4ArR2Wh2JX>

[**Internship Learning Agreement (ILA) Form**](https://claytonstateuniversity-my.sharepoint.com/personal/ddecknerdavis_clayton_edu/Documents/DFD/Clayton%20State%20Teaching/Summer%202023/4490/ila-form-5-2023%20final.pdf)

**4. Where should I look for internships?**

You are STRONLGY encouraged to work with the Office of Career Services and identify opportunities through the Laker CareerZone (<https://www.clayton.edu/career/students/laker-careerzone>).  Internships listed there have gone through a review process provided by the Office of Career Services. Internship opportunities identified through other mechanisms may not offer a quality experience.

**5.****When is my ILA due?**

Dates for registering for internship are by COB 5:00PM of the dates noted below:

**Fall – July 10th**

**Spring – December 13th**

**Summer – April 20th**

**Fully completed Internship Learning Agreements(ILA) must be submitted to the forms link by the specified date for the term for which you wish to register.**

**I receive TONS of e-mail. Students MUST submit their fully completed ILAs through the forms link. This allows me to have a clear record of who has submitted their forms and when. Students who submit ILAs via e-mail or after the deadline will not be registered for the internship course.**

**6. How/Where do I submit my ILA?**

You will be using the forms link provided below to submit your ILA. You will use your university credentials to login. Make sure that ALL the information required on the ILA is complete. Notably, make sure that you have clearly articulated your Learning Objectives AND the Duties for each objective. Make sure the form is signed by you and your site supervisor. Make sure all information except for signatures is TYPED. If any information is missing or incomplete, your registration for the internship course will be delayed.

<https://forms.office.com/r/4ArR2Wh2JX>

**7. How many hours are required?**

Students must spend a **minimum** of 150 hours during the semester engaged in activities associated with the internship. These hours are worth 50% of the course grade. These hours will be submitted using the Log Sheets provided in D2L and submitted in D2L. For students who do not accrue the required 150 hours, prorating of points earned will be allowed for hours over 120 (i.e. 120/150 = 80%, .80\*50 = 40 points). If a student does not earn 120 hours before the end of term, they will receive a failing grade and will be required to repeat the class.

You may note that completing 120 hours, if all other work earns full credit, results in a 90. You may then think to yourself, *well, why is a bit less than that an automatic ‘F?’* First 150, is the minimum. Secondly, almost all other course assignments build upon the assumption that you are fully engaged in your internship site. Failure to meet the minimum hours requirement renders this assumption and the associated assignments meaningless. In short, you must complete your hours.

**8. Can I start earning hours before I have a fully approved internship learning agreement?**

No.

**9. Can I start earning hours before the start of the academic term for which I am registered for the internship course?**

No. Internship starts on the first day of the semester. If your site requires that you attend trainings or orientations before that date, you will have to decide if you want to complete your internship there and know that you will be completing more than the required 150 hours. 150 hours is the minimum. If you want a particular site, you may have to adhere to some additional requirements of that site.

\*\*\*If you have received an incomplete in internship, you can continue earning hours during the time between academic terms. This is the only exception to the rule about starting early.

**10. What do I do if my site is not providing me with the needed hours or the agreed upon work opportunities?**

Talk with your supervisor. Ask, politely, for a meeting and express your concerns. Bring the ILA as a point of clarification with respect to the mutually agreed upon obligations.

**11. What happens if I need to change my internship midsemester?**

If you are switching because the site is not providing you with sufficient hours or providing the agreed upon work opportunities AND you have already attempted to address this issue with your site supervisor, you will need to develop a new ILA with a new site. I will, first, need written documentation from the site that the reason you are switching is because they cannot provide you with the needed hours or the agreed upon work. The new ILA must be approved before earning any hours at the new site and only after I received written communication from the new site about you leaving. You must provide the new site with at least two weeks written notice before exiting.

You will get an evaluation from both site supervisors. It is critical that you let the initial site supervisor know that even though you are transitioning to a new site, they will be asked to provide feedback on your performance while you were there. Because you will be getting evaluated by both sites, you cannot switch sites after the 10th week of the term for fall and spring and the 6th week of summer. Supervisors need to have sufficient time to observe your work performance.

The above should impress upon you the importance of taking your time to identify a strong site. The semester is short. Switching is often not feasible and never ideal.

**12. What happens if I am dismissed from my internship site?**

If you are dismissed from your internship due to poor performance or unethical behavior, **you will fail the class.** If you are dismissed because the site closes unexpectedly or for some other reason beyond your control, solutions will be developed with me on a case-by-case basis.

**13. Can I complete my internship at my place of employment?**

Yes, **BUT** your internship responsibilities and your work responsibilities **cannot** overlap. I will need documentation from your work supervisor as to your current work responsibilities to document that there is no overlap (please see the Non-Conflict form appended to the end of this document). If you complete your internship at your place of employment without documenting that your work and internship responsibilities are separate, you may be charged with

**G. Falsification & Fabrication**

No student will provide unauthorized or false information, citation, or documentation in any academic exercise.

**14. Are there alternatives to completing the internship course?**

No. The internship class has been a requirement for the Psychology and Human Services degree for over 20 years. The only time students were allowed to use an alternative course to complete this requirement was during the beginning of the pandemic when sites closed, and the University System of Georgia enacted some restrictions on students attending internship. The department recognizes that MANY of our students work in addition to being students and have a variety of demands on their time. We also view the internship as an essential component of students’ academic and professional development. We know that finding an internship that provides a high-quality experience and offers some flexibility can be challenging. Fortunately, the Office of Career Services does an excellent job of helping students find placements that meet those needs.

If you have additional questions, please contact your friendly neighborhood internship coordinator, Dr. Deborah Deckner-Davis ([deborahdecknerdavis@clayton.edu](mailto:deborahdecknerdavis@clayton.edu)). Internship is a phenomenal and exciting learning opportunity; take advantage of it.

Psychology 4490

Non-Conflict Form

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| --- | --- |
| Current Work Duties | Internship Duties |
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Work Supervisor Signature Date Internship Supervisor Signature Date