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

1. **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 development goals.

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.*

All information on the ILA, expect signatures, MUST be typed. Once you have a fully completed ILA that is signed by you and your supervisor, you will send me a scanned copy (must be a scanned PDF – **no JPEGs**).  After that is approved, I will register you for the course.

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

The deadline for registering for internship will always be the day before the end of drop-add for the relevant semester.  With this deadline, you must have a fully completed and approved internship learning agreement. This means that if you submit on the deadline AND your ILA needs revisions, you may not get registered in time for the course. You need to send the ILA to me before this deadline to ensure time for modifications.

1. **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.

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

No.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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. 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.

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.