# **PSYC492 - Internship in Psychology**

# Longwood University Department of Psychology Internship Manual

## **STEP 1:** Arrange the Internship

- The student is primarily responsible for locating an appropriate host organization/agency, and the student will initiate contact with the organization/agency to discuss/explore the possibility of an internship.
- Once a student has identified a possible internship, the student should meet with the Psychology Department Internship Coordinator to determine whether the internship will meet the basic requirements for PSYC492.
- If a student is unsure of how to locate a host organization/agency, the student should meet with the Psychology Department Internship Coordinator.

### **STEP 2:** Complete the Necessary Paperwork - Complete the 3 pages in this manual:

- "Statement of Acceptance of Intern": To be completed by the student in collaboration with a representative of the host organization/agency
- "Student Intern Agreement": To be completed by the student
- "Internship Requirements": To be completed by the student

## STEP 3: Submit the Paperwork and Get Registered for the Course (PSYC492)

\* NOTE: Students cannot register themselves for the PSYC492 course

- Submit the completed paperwork to the Psychology Department Internship Coordinator either:
  - in person, or
  - electronically (scan or photograph the paperwork and email or text it to Coordinator)
- Upon receiving and approving the completed paperwork, the Coordinator will register the student

#### **Registration Deadlines:**

- For Fall Semester, Winter Intersession, and Spring Semester: 5:00PM ON THE LAST "ADD" DAY OF THE TERM
- For Summer: 5:00PM ON THE LAST "ADD" DAY OF THE FIRST SUMMER SESSION

\*\* THERE CAN BE <u>NO</u> LATE INTERNSHIP REGISTRATIONS \*\*

#### For more information contact the Psychology Department Internship Coordinator:

Dr. Sarai Blincoe, Department of Psychology (Office Location: 300C West Rotunda)

Longwood University, Farmville, VA 23909

Email: <u>blincoesc@longwood.edu</u>

Office Phone: (434) 395-2822 Department Fax: (434) 395-2200

# Statement of Acceptance of Intern Longwood University – Department of Psychology (PSYC492)

Student Name:			Date:		
Host Organization/Agency:					
Name of Contact Person at Host Organization/Agency:					
• Contact Person Mailing Address:					
• Contact Person Phone Number:					
• Contact Person F					
Summary of duties/tasks to be performed for the internship:					
Approximate <u>START</u> Date of Internship: Approximate <u>END</u> Date of Internship:  Total number of <u>CLOCK HOURS</u> and <u>ACADEMIC CREDITS</u> for the Internship ( <i>check one</i> ):					
40 Clock Hours (1 Credit) *	160 Clock Hours (4 Credits)	280 Clock Hours (7 Credits)	400 Clock Hours (10 Credits)	520 Clock Hours (13 Credits)	
80 Clock Hours (2 Credits)	200 Clock Hours (5 Credits)	320 Clock Hours (8 Credits)	440 Clock Hours (11 Credits)	560 Clock Hours (14 Credits)	
120 Clock Hours (3 Credits)	240 Clock Hours (6 Credits)	360 Clock Hours (9 Credits)	480 Clock Hours (12 Credits)	600 Clock Hours (15 Credits)	
* <u>A Note on Academic Credit</u> : A minimum of 1 credit hour of PSYC492 is required to meet the Longwood Internship requirement. If an internship is scheduled for more than 3 credits, all credits beyond 3 are graded pass/fail. If a student gets an internship that will last more than 40 hours, the student can use just the first 40 hours as a 1-credit internship.					
As the host organization/agency, the Department of Psychology asks that you:					
<ul> <li>A. assign a supervisor to direct and coordinate the student's internship</li> <li>B. provide the intern meaningful tasks and to strive to expose him/her to as many operational aspects as possible</li> <li>C. offer constructive criticism directly to the intern when needed</li> <li>D. ensure that the intern is never alone with patients (in clinical settings)</li> <li>E. alert the Psychology Department Internship Coordinator about any problems relating to the intern's performance</li> <li>F. request that the intern be withdrawn when personal conduct warrants</li> <li>G. terminate an intern only with just cause and prior notice to the Psychology Department Internship Coordinator</li> <li>H. evaluate the intern's performance upon completion of the internship at this link: https://www.surveymonkey.com/r/LongwoodIntern</li> </ul>					
I verify that this student has been accepted as an intern at my organization/agency, and further I agree that my organization/agency will do its best to adhere to the responsibilities listed above  Signature of Organization/Agency Contact Person:					
Signature of Organiz	ation/Agency Contact	t Person:		Date:	

# **Student Intern Agreement**

Longwood University – Department of Psychology (PSYC 492)

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.

understand that <mark>failure to abide by these policies and stipulations will result</mark>					
in a reduction of my final course grade					
Your Name (Print):	Your Signature:				
Your Longwood ID Number:	Date:				
Your Mobile Phone Number:					

I have read this agreement and will abide by these policies and stipulations. I also

# **Internship Requirements**

Longwood University - Department of Psychology (PSYC 492)

## **Requirements:**

- 1. Submit 5 summary updates of your activities on your internship. You will submit the updates through Canvas.
- 2. Keep a "Time Log" a record of the dates & number of hours worked per date (in a Word document or Excel spreadsheet). You will submit the Time Log through Canvas within 3 days after you complete your internship hours.
- 3. When you have completed all your internship hours, you will write a paper:
  - Relate specific internship experiences with at least 2 different psychology courses you have taken. You must specifically cite the courses by name (at least half the content of the paper should describe how your internship experiences relate to the specific psychology courses).
  - O Also describe how the internship experiences relate to future career goals and plans.
  - Length and Format Requirements:
    - <u>Length</u>: The required length depends on the number of credit hours of your internship:
      - 1 to 5 credit hours: Three pages
      - 6 to 10 credit hours: Six pages
      - 11 to 15 credit hours: Nine pages
    - Format: Double-spaced with 1-inch margins; No title page or reference page
  - You will submit the Paper through Canvas <u>within 3 days</u> after you complete your internship hours.

<u>NOTE</u>: Your on-site supervisor will be asked to complete an evaluation of your performance. If you want to view the evaluation it is available here: <a href="https://www.surveymonkey.com/r/LongwoodIntern">https://www.surveymonkey.com/r/LongwoodIntern</a>

I have read and understand these requirements for PSYC4  I also understand that failure to meet any of the above	1 0			
in a reduction of my final course grade				
Your Name (Print):				
Your Signature:	Date:			