

# 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 NO LATE INTERNSHIP REGISTRATIONS \*\***

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**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: [blincoesc@longwood.edu](mailto:blincoesc@longwood.edu)

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# 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.*

***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 Mobile Phone Number:** \_\_\_\_\_

# 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*).
  - Also describe how the internship experiences relate 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 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 within 3 days after you complete your internship hours.**

**NOTE**: 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: <https://www.surveymonkey.com/r/LongwoodIntern>

***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: \_\_\_\_\_