

**Application for Undergraduate Spring Internship**

DEPARTMENT OF PSYCHOLOGY ♦ APPLIED PSYCHOLOGY CENTER, KENT CAMPUS

**Checklist**:

□Cover letter *(optional)*

□Outline role of undergraduate, including specific tasks during the 10 hours per week over semester *(if requesting more hours, adjust description of involvement accordingly)*

□List of APC support awarded during past year

 □Undergraduate student’s resume & statement of goals

**Office Use Only**

Date received:

Date reviewed:

Funded: Yes No

Date forwarded:

Date closed:

*DEADLINE:*

*December 1*

This program is designed to support a select number of undergraduates during the spring semester who (1) are pursuing graduate work in their future and (2) have been working actively with a faculty member as a research assistant during the academic year. Promising undergraduates may continue to be nominated for the award, however new applicants may be given further consideration if funding is limited. Funds are processed through the undergraduate’s Bursar account.

This award aids the efforts of faculty who could benefit from an undergraduate assistant during the spring semester at ten hours per week. Twenty hours per week may be requested if the circumstances require additional support and approved by the Committee. The faculty and student are responsible for arranging the schedule and tasks, so please be aware of any time restraints that may arise.

The program is competitive both on the part of the faculty member and the student. Standard criteria for receipt of APC resources will be evaluated, including timeliness of the relevant research work and relevance to extramural funding. Proposals for the internship will be evaluated on the expected training benefits for the student that go beyond the educational and training benefits in PSYC 31498 or 41498. Students are required to major in Psychology, have a minimum GPA of 3.0 in the semester prior to request, and able to work the approved hours each week.

**Faculty**:

 **Undergraduate’s name and email**:

 **Amount of hours requested***(10 or 20 hrs):*

**Instructions:** Complete the following form and submit with additional materials to the Applied Psychology Center (APC). Email completed applications for review to the APC. Hard copies may be left in mail box or delivered to office 378b. If you have questions, don’t hesitate to email or call (330) 672-2003. Refer to handbook for additional details, which can be found on the [APC Website.](https://www.kent.edu/psychology/applied-psychology-center)

Last Revised 12/15/2015