

Step-by-Step Process for Obtaining a For-Credit Internship in Psychology

(Please read all 6 Steps thoroughly!)

STEP 1:

Find a company, business, or organization related to the field of psychology that will agree to allow you to serve as an intern. Example locations may include mental health agencies, hospitals, community centers, nonprofits, etc. A list of sites where previous psychology majors have interned can be found by clicking on the categorical boxes at the bottom of the following webpage: <http://www.kent.edu/psychology/internships-and-volunteer-opportunities>

Important Note: *You are strongly encouraged to explore other organizations/companies outside of the ones listed on the webpage above.*

STEP 2:

Contact someone (e.g., e-mail, phone, in-person) from your organization of interest to see if someone is available, willing, and able to serve as your internship site supervisor for the semester in which you are seeking a for-credit internship experience. **This person must NOT be a family member, relative, work supervisor, or a friend.** Your internship supervisor must be someone who is employed at your desired internship site in a supervisory capacity. Your site supervisor must also agree to send progress reports/evaluations to your Kent State University “Internship in Psychology” (PSYC 41492) instructor about your completed hours of service and the quality of your work. **Important Note:** *It is 100% up to you to find a site supervisor – we do not find internship supervisors for students. Our process is very “entrepreneurial” in nature.*

STEP 3:

You and your site supervisor must come to an agreement on the number of credits of “Internship in Psychology” (PSYC 41492) you will enroll in. For every credit hour of “Internship in Psychology” (PSYC 41492) you desire to enroll in for a particular semester (6-credit max), you must complete a minimum of 45 hours of service at your internship site. During a typical 15-week fall/spring semester, this would equate to the following:

- 1 credit = 45 hours (at least 3 hours per week)
- 2 credits = 90 hours (at least 6 hours per week)
- 3 credits = 135 hours (at least 9 hours per week)
- 4 credits = 180 hours (at least 12 hours per week)
- 5 credits = 225 hours (at least 15 hours per week)
- 6 credits = 270 hours (at least 18 hours per week)

Important Note: ALL internship hours to be counted for course credit must be completed within the Kent State semester dates in which you are applying to receive course credit. In other words, you **CANNOT** complete a certain number of volunteer/internship hours during a previous semester and count those hours towards a future semester.

(flip over/see next page for additional steps)

STEP 4:

Once you have secured an internship site, an internship site supervisor, and have made all necessary arrangements (i.e., reached an agreement with your internship supervisor in regards to your internship schedule/total number of hours, etc.), you and your site supervisor must fully complete and sign-off on the **two-page Application for Internship in Psychology (FOR CREDIT – PSYC 41492)**, which can be downloaded by visiting the webpage in Step 1. **You must drop-off your completed application to the Main Office in Kent Hall 144, by the semester deadlines posted on our webpage. Visit the link in Step 1 for exact deadlines; deadlines are typically at least 1-2 weeks prior to the start of a semester to allow time for processing.** Applications dropped off after these posted deadlines **WILL NOT** be considered nor approved. (You may, however, still complete your experience on a volunteer/non-credit basis.)

STEP 5:

The Department's Undergraduate Coordinator, Dr. Clarissa Thompson, will review your application to ensure that your experience is "psychology-related" and will decide whether or not it can be approved. You will be notified of the status of your application via e-mail within 1 week (i.e., five business days) of it being submitted. You may follow-up with Dr. Thompson via e-mail, cthomp77@kent.edu, after this time frame if you have yet to hear anything regarding the status of your application. If your internship application is approved, you will be enrolled in the "Internship in Psychology" (PSYC 41492) course for the number of credit hours specified on your internship application.

STEP 6:

Make sure to complete all assignments associated with the **fully online** "Internship in Psychology" (PSYC 41492) class for the semester in which you are enrolled and be sure to complete the minimum number of hours at your internship site to successfully pass PSYC 41492 and earn course credit for your experience.

Important Note: *If it is discovered at any point throughout the semester that you are not on track to complete your required internship hours or that you are behaving inappropriately or unprofessionally at your internship site, these are potential grounds for failing (i.e., receiving an "Unsatisfactory/U" grade) this course. The instructor of PSYC 41492 will make this determination after consulting with the student intern, internship supervisor, and the Department of Psychological Sciences' Undergraduate Coordinator.*

Still Have Questions?

If you have additional questions about internships that have not been addressed above, feel free to e-mail Dr. Clarissa Thompson (cthomp77@kent.edu) or Mr. Bryce Cain (bcain9@kent.edu). Or you may schedule an appointment with an academic advisor in the Department of Psychological Sciences Advising Office: <http://www.kent.edu/psychology/advising>