

## PSYC 4960 Undergraduate Internship

### Internship Guidelines

1. Get approval to take the internship course in your senior year from the Department of Psychological Sciences Internship Coordinator.
2. You and the Internship Coordinator will choose a site from the approved list. You will be provided the internship site supervisor (or contact person) and the appropriate contact information.
3. It is your responsibility to contact the internship site. Once you have the approval to contact your site, you need to email the site (copying the Internship Coordinator on all email communication) or call the site to set up an interview:
  - a. Identify yourself as an Augusta University undergraduate psychology major;
  - b. Ask whether the site is accepting interns for the time period in which you are interested;
  - c. Include your resume or curriculum vitae
  - d. Ask to schedule an interview with the supervisor of interns at the site.
4. On the interview be sure to use standard interviewing protocol:
  - a. Dress in semi-professional dress—NO jeans;
  - b. Be prepared to discuss the classes you have taken that can be helpful to your work at the site;
  - c. Make sure that you know the specifics of the department's expectations for interns, e.g., number of hours on site for the semester, weekly time logs signed by the site supervisor, weekly meetings on campus with a faculty supervisor;
  - d. Have a list of questions prepared for the individual with whom you meet, e.g., what hours work best for the internship experience, what are the range of activities in which you may engage, etc.
5. Notify the Internship Coordinator of your interview and any feedback from the interview. For instance, you may have a favorable or unfavorable impression of the site after your interview—let the Internship Coordinator know.
6. Notify the Internship Coordinator when you have secured a site.

<b>Number of Credit Hours</b>	<b>Number of Clock Hours at Site</b>	<b>Number of Supervision Hours</b>
1 credit	37.5	15 (1 hour/week)
2 credits	75	15 (1 hour/week)
3 credits	112.5	15 (1 hour/week)
4 credits	150	15 (1 hour/week)