



## PSYCHOLOGY (PSYCH 499)

15 HOURS CLASSROOM TIME/ 120 HOURS WORKED AT INTERNSHIP/3 CREDITS

### Preregistration:

- Complete the Internship & Career Planning Seminar.
- Secure internship.\*
  - **It is recommended that you begin your internship search at least a full semester before the semester you plan to complete your internship.** It takes time to search for an opportunity, interview and register. Please make an appointment with your career advisor for assistance with your internship search.
  - Obtain job description from your employer.
- Confirm Site Supervisor and contact information.  
**Site Supervisor:** a member of the organization you are working for that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork sent via Handshake and complete a final evaluation near the end of the semester.

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### Registration (two-step process):

- Step 1: Register for the practicum class, PSYCH 499 through Dr. Platania (jplatania@rwu.edu)
- Step 2: Enter your internship information in Handshake as soon as possible after Psych 499 registration. This entry is due before Thanksgiving for Winter 2021 Psych 499 (Dr. Cade) and January 15, 2021 for Spring 2021 Psych 499 (Dr. Medeiros).
- Complete learning contract under “Request an Experience” under Career Center on your Handshake home page.
- Please be sure to fill out learning objectives accurately:
  - **Learning Objectives:** goals that outline what you hope to gain from your internship experience. Each learning objective consists of: the goal/objective, means of accomplishment, and means of measurement.
- An electronic approval process will be initiated, which requires virtual signatures from your site supervisor, practicum professor (faculty sponsor) and the CCPD.

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### Helpful Tips/Info:

- University policy states that students cannot transport clients in their personal vehicle during an internship for academic credit.
- Be aware of the tuition cost for internships. An internship will be included in your fall/spring tuition, if you are taking 19 credits or under. Internships for credit will result in a separate tuition bill if taken during the Summer/Winter terms.

\*Note: The internship duties must be academically-rigorous work within the student’s major. An internship will not be approved for credit if the student is primarily doing basic office or clerical work – he or she must be practicing and developing relevant, practical skills related to a career in his or her major.