

## PSYCH 499 INTERNSHIP REGISTRATION PROCESS

### Preregistration:

- **Complete the Internship & Career Planning Seminar.**
- Secure internship. (*Begin your internship search at least a semester ahead of time. The CCPD is available for assistance. Please make an appointment with a career advisor at [rwu.joinhandshake.com](http://rwu.joinhandshake.com).)*)
  - Obtain job description from your employer. . \*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. Your practicum professor determines if your internship is academically worthy.
- 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 at the end of the semester.
- Confirm the **Psych 499 Practicum Professor** (This will be your Faculty Sponsor.)

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### Registration (Two-step process):

- Step 1: Enter your internship into Handshake.  
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  - Complete form under “Request an Experience” under Career Center on 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, faculty sponsor, and the Center for Career & Professional Development.
- Step 2: Register for the practicum class.  
Register for PSYCH-499. Please note you cannot register for PSYCH-499 on Roger Central.

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### Helpful Tips/Info:

- 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. It will result in a separate tuition bill if taken during the Summer/Winter terms.
- Grading format is Letter Grade for Psych 499
- 120 hours at your internship is required for Psych 499
- Students cannot transport passengers/clients in ANY vehicle at ANY time during their internship.