Psychology Department  
Internship Policy

Internship for all degrees offered by the Psychology Department

PS 4360 - Internship in Psychology  
Credits: 3-6
The undergraduate internship provides supervised field experience at a site related to the student's degree and option. Students participate in unpaid service in the community (100 hours for 3 credits or 200 hours for 6 credits) and attend class meetings. Students must apply for permission in the semester prior to their registration for this course. May be repeated for a maximum of six credits. Prerequisite(s): permission of the instructor.

Students must apply for permission to participate by complying with the “Criteria for Internship Placements in Psychology”. This is done in the semester before the student expects to enroll in the course in order to allow screening and consideration for permission by the faculty of the Psychology Department. After the students have submitted their applications, the faculty will meet to consider permission for students with references indicating reservations or problems. Students who do not complete the application process in the prescribed time frame will not be allowed to register for an internship until a semester following, in which they do meet the requirements. If this rule interferes with the student’s plan to graduate, the student may enroll in a different capstone course.

In order to inform students of the requirements, the internship instructor will send letters and/or email to eligible students before they need to apply.

Every student may receive a site visit during the internship. The site visit will be a meeting of the site supervisor, the internship instructor, and the student intern. Sites must be in New Hampshire within a reasonable distance around Plymouth to expedite site visits.

The internship course also involves a class or meeting with the internship instructor (usually weekly) and assignments, including weekly journal entries and an assignment. A contract including internship duties must be completed and signed by the intern and internship supervisor then approved by the internship instructor.

Students may not do an internship at a site where they are employed and may not receive remuneration for work completed during the internship.

The primary responsibility for arranging for the internship rests with the student. A list of potential internship sites is included in this packet and the student may approach other relevant sites. The internship instructor can also serve as a resource for internship sites and all sites must be approved by the internship instructor.
Criteria for Internship Placement in Psychology

The purpose of these criteria is to determine the ability of psychology students to effectively complete an internship experience supervised by the department of Psychology.

In order to participate in a particular internship offered by the department of Psychology, each student must:

1. Once you have read and fully understand the PSU Psychology Department’s Internship Policy and requirements sign the Confirmation of Understanding form (in this packet) and put it in Dr. Herzig’s mailbox.

2. Provide the department with 3 letters of reference supporting the ability of the student to successfully complete an internship (see attached form). Of these letters, 2 must be from a Psychology Department faculty member and 1 from an outside source (e.g., a faculty member from another department, a PSU staff member or an employer).

3. Provide the department with description of the student’s professional goals that may be served by an internship placement. This professional statement must be 1 – 2 pages in length and double spaced. Submit this paper to Dr. Herzig.

4. The references, professional statement, and placement site must be determined prior to receiving permission to enroll in the course from the internship supervisor. Therefore these steps must be completed the semester BEFORE engaging in the internship.

Additional issues:

- If denied permission for an internship, the student has the right to appeal to members of the Psychology Department faculty. These faculty members will include the department chair and the internship supervisor.

- An alternative capstone experience will be offered in place of the internship in the event that a student is denied permission for an internship.

- All candidates’ statements and references will be evaluated by the internship supervisor and potentially the Psychology Department faculty prior to granting permission for the internship.