

Applied Experimental (AE) Internship Guidelines

Prior to Applying for Internship:

- 1) Students must have completed 15 semester hours of credit, including Research and Design, Statistics and at least 9 semester hours of Applied Experimental core courses (Advanced Cognition, Advanced Sensation & Perception, Advanced Social, Cognitive Neuroscience, or Developmental). All courses must be passed with a B- or better before beginning internship.
- 2) A student may not begin an internship if he or she is on academic probation; because internships do not earn letter grades, they cannot pull up a deficient grade point average. The student's academic advisor and the faculty member who is the internship chair/supervisor (if they are two different people) determine a student's readiness for the internship and they must both approve the student's registration for internship credit.
- 3) If the placement requires knowledge in a particular field, relevant coursework in that field should also have been completed. For example, if a student is interested in working at a Memory Disorders Clinic, he/she must take both Advanced Cognition and Cognitive Neuroscience prior to beginning the internship. If the internship does not have Applied Experimental core courses that are complimentary, it is likely that the internship is not appropriate for this graduate program.
- 4) Determine if at least three of the following learning objectives can be met through the internship. If three cannot be met, it is likely that the internship is not appropriate for this graduate program.
 - A) Identification and application of relevant concepts learned in the specialized AE core.
 - B) Use of theoretical and empirical literature to develop a proposal to address client needs.
 - C) Analysis or interpretation of data to evaluate a hypothesis.
 - D) Demonstrate adherence to proper ethical guidelines.
 - E) Contribute to a client-centered project that requires skills unique to the AE core.
- 5) Begin researching and contacting internship placement sites. Good sources of information are faculty members in Psychology and other departments, other students, community contacts and the local newspaper. In contacting potential internship sites, explain the requirements for an internship: appropriate work, adequate supervision, communication with the faculty supervisor, and provision of an evaluation letter upon completion of the internship.

Note: Because approval of the placement is a requirement to begin the internship, the student should not make a commitment to an organization until this approval has been obtained.

Applying for Internship

- 1) Complete the **AE Internship Application**. Section III of the application should be a 2-3 page proposal.
- 2) Based on the area of the internship, the student should designate an internship committee. In consultation with the student's advisor, the student will identify faculty who are knowledgeable about aspects of the work the student will be doing during the internship. Select both a Chair and Second Member of the Committee.
- 3) Submit the application to the committee members and set a time to discuss the proposal. Committee members will then decide to accept, accept with revisions, or deny the application for internship. If the decision is to accept, the committee members will sign an official version of the internship application. If the decision is to accept with revisions, the student will need to make those revisions prior to obtaining the signatures. In addition, the student will then need to obtain the signature of the site supervisor. If the decision is to deny the application, the committee members will work with the student to find a suitable internship.

4) Complete the **AE Internship Project Form**. After all signatures are on this document, please make a copy of that document to be turned into the AE Coordinator. The student should also make copies for the committee members. The original document should be submitted to Mrs. Diana Robinson prior to registering for Internship credits. The student cannot register if Mrs. Robinson does not have a signed, approved application.

Completing the Internship

- 1) The internship is 600 hours that must be strategically distributed across one, two, or three semesters. In addition to the internship, the AE required curriculum must continue to be met. This may include taking summer courses or delaying graduation to enroll in a course that was offered during the internship. It is the student's responsibility to ensure that all requirements are met prior to the expected graduation date.
- 2) Although not required, the committee may choose to have bi-weekly, or monthly updates on the student's progress. Even without formal instructions to do so, the student would do well to continually evaluate his/her own progress regarding the learning objectives. The objectives must be met for a successful internship.
- 3) Following the 600 hours of internship, the student must also be evaluated by their field supervisor using the **AE Internship Supervisor Evaluation Form**.
- 4) Complete the **AE Internship Student Evaluation Form**.
- 5) Submit your paper. Generally students develop their internship paper in consultation with their Committee Chair. Students should expect to write a 20-30 page paper outlining the relevance of the internship to the AE core. For example, if you had analyzed data from a focus group that discussed a new design for a new smart phone, your paper might include empirical literature regarding human factors, sensation and perception, and research design. You could also then include your specific responsibilities as well as your outcomes, specifically in relation to the Learning Outcomes selected in the proposal stage. All papers will be done in APA format and will include relevant references from peer-reviewed journals. In addition to the current edition of the APA manual, please refer to the non-negotiable found in the **Psychology Department APA Guidelines**. There is a corresponding **Capstone APA Checklist** that should be submitted with this draft of your paper.
- 6) Follow the procedure recommended by the Chair for cycling draft materials through the committee for revisions. Committee members will generally need about two weeks to read the paper and provide feedback prior to the final approval meeting.
- 7) When the committee agrees that the materials are satisfactory, the student should schedule a final approval meeting. Students might prepare a presentation of the internship experiences. At this time, committee members will give the final approval and sign the AE Internship Project Form. There may be corrections to your paper that arise at this meeting.
- 8) Submit the final draft of your paper, both supervisor and student evaluations, and two copies of the **AE Internship Signature Form** to the Chair of your committee. The Chair will do a last review to ensure all materials are included and will then submit to the Psychology Department Chair for review and approval.
- 9) After the Department Chair reviews the paper, make all necessary changes. Submit a final, complete document to your Committee Chair. Submit a final, complete document as a PDF to Diana Robinson, the Program Coordinator.

NOTE: Because many internship papers are submitted each semester, the Psychology Department requires that they be submitted to Department Chair **no later than two weeks prior to the last day of class** in the semester when the student will graduate. Therefore the preliminary version must be completed **well before that time** to allow for review and revision by the committee chair and members. For the exact due date for the internship paper, see the schedule posted at the beginning of each academic year. Some students are able to complete their internship papers while they are doing their internships, but it is more common for students to complete this requirement and graduate **the semester following** the internship. Students must continue to register for at least one hour of internship credit every semester (except summers) until the final paper is submitted. If you will graduate in the summer, you do have to register for at least one credit in that summer.