

Department of Psychology

Practicum and Internship Guidelines

The following two courses are available to Psychology majors:

1) PSYC 368- Internship in Psychology

In Internship placements, students are involved in non-clinical experiences, i.e. research, undergraduate teaching assistance (for a Psychology course), personnel work, or work with animals in labs. Internship students are not allowed to do clinical work and are subject to course failure and honor code sanctions if such occurs.

2) PSYC 369- Practicum in Clinical Psychology

In Practicum placements, students interact directly with individuals who are receiving clinical or social support services. Students are not the direct providers of therapy, assessment, or interviewing, as graduate work and licensure are required for these services. Students can, however, observe these services, have one on one conversation with clients, and can sit in on and co-facilitate interviews and groups.

Course Prerequisites:

- 1) Students must be Psychology majors, have 14 hours in psychology at 300/400 level, and have achieved Junior standing.
- 2) Students must have completed **PSYC 317** with **PSYC 318W** completed or in progress.

Course Requirements:

- 1) Students are required to work 8 hours per week for a total of 120 hours per semester.
- 2) Students may enroll twice in internship and/or practicum for a total of up to 6 credit hours.
- 3) Students receive a pass/fail grade based on the recommendation of the site supervisor.
- 4) A co-requisite course (**PSYC 371- Clinical Supervision in Psychology**) is required for Practicum students and recommended for Internship students. The course focuses on preparing for graduate school or jobs post-graduation and issues of ethics, safety, and professionalism in psychology and related fields. Students receive a letter grade.

Planning for Your Internship/Practicum:

1) *During the semester prior to enrollment (for Fall, two semesters prior)*, students must schedule an appointment with the Career Management Center (CMC) in the Sciences Satellite (MGB 236). During the appointment, a CMC staff member will review academic requirements, the student's resume, and information on interviewing, professionalism, and appropriate sites.

2) The CMC staff member will give students an updated list of approved Internship (non-clinical) and Practicum (clinical) sites. Each site has been reviewed by a Psychology undergraduate review committee (Chair: Elaine Justice). Any suggested additions to the list must be sent to the CMC staff before the pre-registration period; they will be submitted to the committee chair for review. Include the following:

- Agency Information (name, address, phone number, URL)
- Agency Services (services provided, clients served)
- Proposed Supervisor (name, phone number, email address)
- Proposed Duties of Intern or Practicum Student (bulleted list)

3) Students should enroll in Experience eRecruiting through the CMC's website and research the employer profiles for internship and practicum sites. Students should make contact with appropriate sites to learn more about the agencies and work they might be allowed to do. They can visit sites to get a feel for the working atmosphere.

For Course Enrollment:

1) PSYC 368- Internship in Psychology

Before accepting an internship placement, students must submit completed *Learning Contracts* back to the CMC, along with a list of specific job duties. The internship duties will be reviewed by the Psychology undergraduate committee. Once approved, the student will be registered for academic credit by the CMC.

Some Internship students *may* be required to meet with Dr. Sanchez for site approval and to review course expectations (this requirement will be specified, if so). If interested in enrolling in **PSYC 371**, students must request permission from Dr. Sanchez. Appointments should be made during the registration period.

2) PSYC 369- Practicum in Clinical Psychology

Before accepting a practicum placement, students must make an appointment with Dr. Sanchez during the registration period to review possible sites. Students receive signed permission from Dr. Sanchez to register for PSYC 369 and PSYC 371, which must be brought to the Registrar's Office for enrollment.

After securing a practicum placement, students must submit a completed Learning Contract back to the CMC.

Appointments with Dr. Sanchez:

Appointments can be made during the registration period by contacting the staff in MGB 250 at 757-683-4439. No appointments will be scheduled prior to the registration period. Students who miss the registration period should contact Ms. Deborah Giles and request a practicum appointment with Dr. Sanchez. Leave a contact number. Dr. Sanchez will be in touch to schedule it.

For Fall 2009 Practicum	Meet with CMC mid-Spring 2009. Meet Dr. Sanchez during registration.
For Spring 2010 Practicum	Meet with CMC mid-Fall 2009. Meet Dr. Sanchez during registration.
For Fall 2010 Practicum	Meet with CMC mid-Spring 2010. Meet Dr. Sanchez during registration.

Internship/Practicum Assignments:

During the semester the student is enrolled, the Career Management Center tracks and collects the following items and submits them to the faculty supervisor:

- a) Internship: Work reports, mid-semester and final evaluations, and updated resumes.
- b) Practicum: Mid-semester and final evaluations.

Liaison to the College of Sciences
Career Management Center
Mills Godwin Building, Suite 236
757-683-3282