**Application for TCNJ Internship in Psychology (PSY399/PSY487)**

***Part 1: Instructions***

***Timeline for Submission:*** If you plan on registering for the course during the registration period, you may submit your proposal online beginning **two weeks prior to the first day of the registration period.** Proposals will be reviewed on a first-come, first-served basis and will be **accepted through 4pm on the last day of classes.** Questions should be directed to the Internship Committee Chair listed at the bottom of the Internship Web site: <http://psychology.tcnj.edu/student-research/elopsy/internships-2/>

**Step-By-Step Application Instructions (PSY 399/487)**

**Step 1**: Review the course prerequisites, general information, frequently asked questions, and application documents located at: <https://psychology.tcnj.edu/student-research/elopsy/internships-2/> Confirm that you meet course prerequisites to apply for a Psychology Internship.

***Note***: Student may choose to complete Steps 2 and 3 simultaneously or in reverse order.

**Step 2**: Find a TCNJ faculty sponsor and set up a meeting to discuss the application process.

Only full-time faculty members can serve as sponsors.

**Step 3**: Find an appropriate internship site and supervisor.

* Although the TCNJ faculty sponsor may provide guidance, it is the student’s responsibility to find an internship site.
* Student should give the ***Letter to Internship Site Supervisor*** (can download from the psychology internship website) to the prospective site supervisor so he/she is clear about the PSY 399/487 course requirements.
* Student should discuss relevant internship tasks with the site supervisor so both parties are clear about the tasks before the site supervisor writes the *Letter of Intent* (see ***Step* 4**).
* If the student is concerned about any tasks, please discuss concerns with the TCNJ faculty sponsor before moving forward with the application process.

**Step 4**: Request a ***Letter of Intent*** (to supervise or hire) from your prospective internship supervisor/employer. The supervisor can provide you a printed copy of the letter or can send the letter via email to your faculty sponsor. The letter MUST meet all the criteria listed in the “Letter to Internship Site Supervisor” application document located at: <https://psychology.tcnj.edu/student-research/elopsy/internships-2/>

**Step 5**: Consult with your TCNJ faculty sponsor to complete the ***Internship Application***(see below). Samples of completed application forms can be downloaded from the internship website. On the *Internship Application*, please make sure that:

1. Section #2: On-site tasks are the same as tasks identified in *Letter of Intent*
2. Section #3: Assessment includes strategies A-D for 399 and A-D, plus F, for 487
3. Section #4: All relevant assessment strategies are indicated at least one time
4. Section #5: If included in the application, grading components sum to 100%

**Step 6**: **Submit the Psychology Internship Application online.**

* If you will need to overload during the term you are completing the internship:
  + Print the HSS overload form from <https://hss.tcnj.edu/resources/current-students/forms/>
  + Contact Dr. Ruddy ([ruddy@tcnj.edu](mailto:ruddy@tcnj.edu)) for permission to overload and to obtain her signature
  + Scan the signed form to make a pdf that you can upload.
  + Print the R&R form for internships from: <https://recreg.tcnj.edu/wp-content/uploads/sites/166/2019/03/Internship-Enrollment-Form.pdf>
  + Complete the form (on paper)
  + Have your faculty sponsor sign this form
  + Scan the signed form to make a pdf that you can upload
* Complete this entire application form (the word document that appears after these instruction pages) and have your faculty sponsor review it (e.g., via email)
* Log onto the ELOPsy Online Application system using your TCNJ e-mail username and password.  (You can reach the links to the ELOPsy Applications by clicking on “Academics and Research” on the Psychology homepage.) Please answer the questions and submit your documents (i.e., the word document, the letter of intent from your on-site internship supervisor, the R&R registration form, and the Overload form, if applicable) to the ELOPsy website. Once your faculty sponsor has approved your application, it will be reviewed by the Committee. Incomplete proposals will not be reviewed.  If you have questions, please contact your faculty sponsor or the Chair of the Internship Committee (Dr. Ruddy).

**Step 7**: Review ELOPsy committee feedback. There are four possible statuses during review:

* ***Submitted:***Proposal successfully submitted and being reviewed by Faculty Sponsor.
* ***Faculty Sponsor Approved:*** Faculty Sponsor approved the application and it is being reviewed by a member of the Internship Committee.
* ***Revisions Required:***The requested revisions will be documented in the system and will appear online to the student and faculty sponsor.  Failure to submit the revisions in a timely manner will result in the delay in approval of your proposal.

***Note:*** To make revisions (e.g., upload new documents, change application information), students should edit the existing application and re-submit the application.

* ***Approved:*** Chair of the Internship Committee has granted final approval of your proposal.

**Step 8**: Verify that you have been approved for the course.

Once your proposal has been approved, the ELOPSy Online system will notify you via e-mail. Notification of your approval will be sent to the HSS Dean’s office.

**Step 9**: **Upload your approved application to the HSS website**.

* Go to the HSS information at <https://hss.tcnj.edu/resources/current-students/forms/>
* Select HSS Independent Internship, then scroll down to HSS Independent Study/Research or Internship Application System.
* Upload your R&R form, the proposal, and the overload form (if applicable) into the online portal. You do not need to upload the letter of intent from your on-site supervisor.

We suggest that you checkPAWS to ensure that you have been registered. If you have not been registered within 2 weeks of receiving approval, contact Records & Registration.

The last day to be registered for Internship is the last day of the drop/add period (usually the end of the first week of classes in the semester in which you will be enrolled in the course). 

**\*\* It is your responsibility to check PAWS to ensure that you have been registered.\*\***

***Part 2: Psychology Internship (PSY 399/487) Application***

Student’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course #: (check one) \_\_\_\_PSY399 \_\_\_\_ PSY487 **(if 487, please also complete section 6 below)**

Semester for which you are applying: (check one) \_\_\_\_Fall \_\_\_\_Spring \_\_\_\_Summer

1. **Experiential Learning Opportunities** (ELOPsy) in Psychology YOU PREVIOUSLY COMPLETED:

For a list of ELOPsy courses see:<http://psychology.department.tcnj.edu/internships/index.html>.

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| --- | --- | --- | --- |
| Course and Project Title | Faculty Sponsor | Semester/Year | # Units (1=4 credits) |
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**2. On-Site Activities:**

Please list the primary ON-SITE ACTIVITIES or TASKS required for this Internship. Your on-site supervisor will be asked to evaluate your performance on these tasks.

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| **TASK**  \* Should be consistent with those in the Letter of Intent. | **Brief description of activities** |
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**3. Assessments:**

All interns will be assessed based on their performance in activities A through E below. In addition, an oral presentation (F) is required for students in PSY487. Additional assessments for this internship, if appropriate, can be indicated at the end of the list (G and beyond). Please provide the required information in the blanks below:

1. **Contact with faculty sponsor**: Weekly in-person meetings between student and faculty sponsor are recommended for all internships; weekly or bi-weekly in-person meetings are *required* for internships involving clinical populations.

Indicate the frequency of meetings (e.g., weekly, bi-weekly) and type of contact (e.g., in-person, phone):

Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are proposing a clinical internship without weekly or bi-weekly in-person meetings, provide justification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**\*\*NOTE:** The committee will NOT accept solely email contact for clinical internships. Some in-person or phone/Skype contact is required for clinical internships.\*\*

1. **Journal**: You will complete a journal entry *each day* you attend your internship. You will email your journal to your faculty sponsor *each week*.
2. **Evaluations** completed by on-site supervisor (mid-semester and end-of-semester).
3. **Written paper**:

PSY399: 12-15 page paper with 12 or more references. In the paper, you will consider aspect(s) of your placement in light of the professional psychology literature. Indicate the general issue(s) you are likely to consider in your paper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PSY487: 20-25 page paper submitted to your faculty sponsor in multiple drafts, with feedback on drafts incorporated into subsequent drafts. In the paper, you will consider aspect(s) of your placement in light of the professional psychology literature. Indicate the general issue(s) you are likely to consider in your paper:

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1. **Internship survey:** At the end of your internship, you will complete an online internship survey (through Qualtrics). The 10-minute confidential survey asks questions about your internship site, supervisor, and what you did at the site.  Psychology faculty will have access to your completed survey.  Completed surveys (without your name) will also be placed into a binder in the psychology main office, so that other students who are looking for internships can read about your experiences and comments. Your completed survey will not be shared with your internship supervisor and will not be posted online. You will not receive a grade for the course until you complete this survey.
2. **Oral presentation** (*required* only for PSY487): Oral presentation related to your internship experiences. Indicate here the likely audience/event for your presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Other Assessment** (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Evaluation:**

Please list 3-6 LEARNING OBJECTIVES for your internship. Specify how each learning objective will be assessed by referring to the assessments in the list above by letter (A-G; excluding E). A learning objective may have multiple associated assessments; each relevant assessment strategy **must appear at least once** in the Assessment Strategy column below. Learning objectives and assessment strategies will guide your progress throughout the internship and will be used to certify your successful completion of the internship.

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| --- | --- |
| Learning Objective | Assessment Strategy  \* Indicate relevant A-F strategies from Section 3 |
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**5. Grading of Internship (*Optional*): This grading rubric may be revised or omitted from the application at the discretion of the faculty sponsor.**

*Note*: If this rubric is included in a PSY 487 application, make sure that the value for “E: Oral Presentation” is greater than 0% and that all components sum to 100%.

1. **20%: Contact with faculty sponsor**: Student is on time and prepared for scheduled meetings or contacts with faculty sponsor. Student uses meeting time effectively. Student shows initiative in raising topics for discussion.
2. **20%: Journal**: Journal entries are sent via email each week. Journal contains an entry for each day at the internship site. Entries are detailed and reflect thoughtful engagement at the internship site.
3. **30% total (15% each): Evaluations** by on-site supervisor (mid-semester and end-of-semester). Evaluations indicate that student is conscientious, professional, and dependable. Student is developing relevant skills. Student uses supervision appropriately and effectively.
4. **30%: Written paper**: Paper meets criteria for length, number of references, APA format, and content. Paper reflects thoughtful engagement with the relevant professional literature in light of the internship experiences. Written presentation is clear, concise, convincing and meets the standards of the field for written expression. For PSY487, student has addressed feedback meaningfully in subsequent drafts. The written paper constitutes the student’s formal Final Evaluation for this course.
5. **0%: Oral presentation** (*required* only for PSY487): Presentation is clear, well-organized, and appropriate for the intended audience. Content of the presentation is thoughtful and relevant to the specified topic.
6. **0%: Other Assessment** (if any)

**6. 487 Rationale (only for students applying for 487):**

Please provide a rationale for why you want to take your internship at the 400-level rather than the 300-level. Taking a 400-level internship requires much more time and effort because it involves a significant writing component that spans the entire semester. Please explain to the committee how combining an internship with your senior writing experience will provide you will an important educational experience that you could not obtain by completing the internship at the 300-level. **NOTE**: PSY 487 does NOT require more hours at your internship site, so a rationale explaining how you will obtain more experience at your internship site is not appropriate. The difference between 399 and 487 is the writing component, so please explain why doing your senior writing requirement in conjunction with your internship will benefit you.