**PSY 399/487 Independent Internship Checklist**

***DURING SEMESTER PRIOR TO INTERNSHIP***

Review internship course eligibility & requirements.

Find an internship site & on-site supervisor; procure a *Letter of Intent* from potential on-site supervisor.

Identify a faculty sponsor.

Complete and save the application documentation. This includes:

**Application form**

**Supervisor Letter of Intent** *(this is from the on-site supervisor)*

**\**Winter 2021 & Spring 2021* – no R&R Internship form is needed. Instead, upload a screenshot or word doc with the email documentation that your course has been approved by your faculty sponsor and Department Chair.**

**Overload form (if needed)**

***BY NO LATER THAN THE LAST DAY OF THE SEMESTER PRIOR TO INTERNSHIP***

Upload all completed application forms to the ELOPsy portal.

***BY THE LAST DAY OF DROP/ADD WHEN THE INTERNSHIP TAKES PLACE***

Upload all application documents to Dean’s Qualtrics survey.