**PSY 399/487 Independent Internship Checklist**

***DURING SEMESTER PRIOR TO INTERNSHIP***

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwKReview internship course eligibility & requirements.

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwKFind an internship site & on-site supervisor; procure a *Letter of Intent* from potential on-site supervisor.

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwKIdentify a faculty sponsor.

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwKComplete and save the application documentation. This includes:

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwK**Application form**

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwK**Supervisor Letter of Intent** *(this is from the on-site supervisor)*

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwK**Overload form (if needed)**

***BY NO LATER THAN 3 WEEKS BEFORE THE START OF THE SEMESTER PRIOR TO INTERNSHIP***

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwKUpload all completed application forms to the ELOPsy portal.

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

https://lh3.googleusercontent.com/Ryw3OtMaPL8lAwvvPKbdlwALAZsdJCidDVZAvIe5G9CsjaVXWrn1NBBCwJY539mj4YDWZBwx-y9MwyTjmUhla81pKL5sIJhJJAh_AbiET4qc4crgX45RDO-jzmGPhWbydqkWMFwKUpload all application documents to Dean’s Qualtrics survey.