



Internship Handbook

PSY 498

Bachelor's degree in Psychology

Guidelines for Students and Site Supervisors
Revised August 2023

Psychology Department

8600 University Blvd. • Evansville, Indiana 47712 • (812) 812-464-8600

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PSY 498 Internship Checklist

Date Completed

- _____ Complete course requirements before applying for an internship – see [Appendix I](#)
- _____ Schedule a meeting with the Internship Coordinator (Fall, Spring: [Dr. McKibban](#), Summer: [Dr. Dobersek](#))
- _____ Have an on-site internship interview with your potential Site Supervisor
- _____ Accept an internship offer & notify the Internship Coordinator
- _____ Receive notice to register – you will be emailed the CRN# to register
- _____ Register for the Internship course (PSY 498)
- _____ Begin Internship at the site
- _____ By the end of your 1st week, submit your PSY 498 Internship Initial Documentation via Career Launch - see [Appendix II](#)
- _____ Complete course requirements via Blackboard
- _____ Weekly log your hours via Career Launch
- _____ Complete your mid-term review via Career Launch
- _____ The Career Services Liaison will email your Site Supervisor an evaluation form
- _____ Complete all class requirements
- _____ Receive a grade or [an incomplete](#) (IN) if Internship requirements are not met
- _____ Send your Site Supervisor a "Thank You" note/email

1. Introduction

The *Internship Handbook* outlines the information you will need to progress through the preparation and participation in an Internship in the Psychology Department at the University of Southern Indiana (USI). Please review the Checklist for a quick reference and become familiar with the information provided in this Handbook.

2. Overview of the Psychology Program

Mission

The Psychology Department supports the mission of the USI and the College of Liberal Arts (CLA) by fostering the values associated with a capable and responsible citizenry, including education, ethics, objectivity, and openness in the pursuit of knowledge and a passion for lifelong learning. The department seeks to meet the needs of our students and serves the community by preparing students through a curriculum founded in psychological science to understand people's behavior.

Vision

The Psychology Department monitors pedagogical and curricular developments in higher education and psychology field to maintain and improve the quality of the program and to meet the students' needs.

Goals

Learning goals reflect the recommended outcomes for undergraduate psychology majors published by the American Psychological Association, including:

- ✓ having a broad knowledge base in psychological science
- ✓ having skills in scientific reasoning, critical thinking, and research methods
- ✓ understanding ethical and social responsibility, and its applications, in a diverse world
- ✓ expressing written, oral, and interpersonal communication competence

3. Overview of the Internship Course

The Internship course (PSY 498) is a directed elective offered year-round to all students pursuing a bachelor's degree in psychology at USI who meet the prerequisites. While the Internship course is optional, students are strongly encouraged to complete at least 3 credit hours.

1) Prerequisites

- completed PSY 201
- Junior or senior standing
- 15 additional psychology credit hours
- Permission from the Internship Coordinator

2) Purpose

The purpose of an Internship is to provide students with professional experience outside of the classroom that is consistent with their career goals. It offers opportunities to apply and integrate the theories, concepts, and skills learned in the classroom to the real world and enhance their academic and professional development. Please jump to [this section](#) for detailed Internship Course description.

4. Internship Process

a. Planning

Given the Internship [prerequisites](#), students should plan their class schedule (and finances) to accommodate learning experiences. While there are no specific application deadlines, you should meet with the Internship Coordinator at least three (3) months prior registering for the course, which is approximately:

- **February 15th** for the summer semester ([Dr. Urska Dobersek](#))
- **May 15th** for the fall semester ([Dr. Amie McKibban](#))
- **September 15th** for the spring semester ([Dr. Amie McKibban](#))

To prepare for the meeting with the Internship Coordinator:

- Read this Internship Handbook
- Know your career goals (or at least a few options and interests)
- Brainstorms potential internship sites
- Bring your ideas and contacts to the meeting

It is students' responsibility to find internship sites, which may be anywhere in the world. Internship can be completed in person, online, and/or both. However, **internship hours from other programs may not be used toward an internship.**

b. Internship Site Selection

Students play a key role in finding a suitable site. The Evansville area offers many internship opportunities — students worked in a variety of contexts, including domestic violence shelters, educational, neurodevelopmental, counseling, and addiction centers, correctional and assisted living facilities, schools, research groups, housing programs, and youth groups.

If students are considering completing an internship outside of the Evansville area, we are happy to assist. And we do our best to match students' interest with community need — whether the interest is in a particular field (e.g., addiction, advocacy, counseling) or population (e.g., elderly, children, LGBTQA+ individuals). If you already have ideas for the site, bring them to your meeting with the Internship Coordinator. If you do not, no problem, we will provide you with a list of the potential sites.

c. Using Your Place of Employment as the Internship Site

You may **only** use your current place of employment as your internship site if you can document that:

- The internship assignment is distinct from your employment responsibilities and will be completed in a department/division distinct from your regular position

- The hours devoted to the internship are distinct from your hours of employment
- There is a qualified supervisor, other than your immediate supervisor, who can supervise your work
- The above criteria are reviewed by your employer, and your supervisor is willing to submit a written statement that the criteria are acceptable and that each will be met

While using one's place of employment as an internship site is convenient, students can experience role confusion and job-related interruptions.

d. Paid Internships

Paid internships are acceptable if the facility/agency offers compensation for your experience.

e. On-Site Interview Process

1. Purpose of Interview

You should have an interview (**face-to-face**, online, phone) with your potential internship Site Supervisor. This interview is a "two-way street" — the Site Supervisor will assess your interests and whether you are a good fit for their organization, and you will assess whether they are a good fit for you. Therefore, you **must** be able to articulate your interests as well as your wants.

2. Preparation for Interview

Employers seek interns who demonstrate professional behavior and appearance, a positive attitude toward learning, dependability, flexibility, initiative, quality work, and the ability to collaborate and work well in teams and diverse environment. As such, **it is essential you demonstrate these qualities during your interview.** Keep in mind that **an interview does not guarantee that you will be accepted!**

Learn about the organization before the interview to become familiar with their services, department, and specialties. This will allow you to ask informed questions and help articulate why you are interested in working with them. **The Site Supervisor will ask you what you are interested in learning, please be prepared for this question!**

3. During Interview

Be prepared to answer the questions listed below and ask questions you think are important. Note that the lists below are not exhaustive.

Questions to ask:

- What will my responsibilities be?
- What skills can I expect to learn?
- Will I have assigned projects and related activities?
- What opportunities will I have to attend meetings/conferences within and outside of the program/agency?
- Who will be my supervisor and how often will I receive supervision?
- How often will receive feedback on my performance?
- Will I report to an additional person other than my supervisor?
- In the event my supervisor is unavailable, who will be authorized to assign activities to me/supervise me?

- How do you like working at this agency/program?/What is the culture like?
- What resources will be required and available to me to complete my tasks/assignments (e.g., office space, phone, fax, photocopier, computer, etc.)?
- Will I be expected to work independently or as part of a team?
- What is the procedure for requesting a change in schedule or for reporting an absence?
- When I complete my assignments/tasks, how can I request additional projects?
- How will my schedule be arranged?

Questions you should be prepared to answer:

- Why do you want to intern at this site?
- What are your career interests?
- What are your Internship course requirements?
- What are Site Supervisor requirements, if any?
- Do you have any scheduling preferences?
- When can you start?
- Tell me about your experience working in similar organizations

Please share with your Site Supervisor the documents found in [Appendix III](#) — they will be valuable in guiding both your Site Supervisor and you to a successful Internship.

4. Accepting an Offer

If you have multiple interviews, decide which internship site is the best for you to gain learning experiences. The Internship Coordinator is happy to meet with you to help you make an informed decision. **Once you accept the offer**, email the Internship Coordinator and honor your commitment.

f. Registering for Course

After you meet with the Internship Coordinator, you will receive an email with a CRN number (and additional information) stating that you can register for the Internship course at any time prior to the registration deadline even if you have not found and/or committed to the site. However, if you do not decide to complete the course or are unable to find an appropriate site, it is your responsibility to [drop](#) the course in a timely manner.

If you register for the course after the registration deadline, you will need to complete this [late registration form](#), acquire the signatures, and submit it to the [Registrar's Office](#).

g. Internship Start & End Dates

Internships begin at the start of the term but cannot be started until you have met with the Internship Coordinator, secured the site, accepted the offer, and met with your Site Supervisor.

Internships end at the end of the term. However, if unforeseen circumstances arise that may interfere with the timeline of the experience, it is imperative you communicate with all parties involved to adjust the timeline if necessary. **Internships not completed by the end of the term will receive an [IN grade](#) until all requirements are met.**

5. Course Description, Goals, Objectives, Requirements, & Responsibilities

a. Course Description

The Internship (PSY 498) provides a minimum of 150 hours (140 must be direct hours, 10 can be indirect hours) of supervised experience related to psychology. *Direct hours* must be completed on site at the agency and/or under supervision of the Site Supervisor (e.g., shadowing, doing an intake, etc.). *Indirect contact hours* can be completed anywhere (e.g., watching videos, podcasts, attending conferences/workshops, etc.).

Students can take PSY 498 for a total of 6 credits or 2 times equaling a total of 300 hours of field experience:

- The first 3 credits count toward credits for the psychology major/minor
- The second 3 credits count toward overall credit hours required for undergraduate degrees
- The Internship Experience can be completed at the same place each time or elsewhere

If you would like to take 1 or 2 credit hours of Internship (i.e., 50 or 100 hours of field experience, respectively), please contact [Career Services](#) to get started with your internship experience and register for GEN 399.

b. Goals & Objectives

The goals of the Internship are to:

- provide relevant and practical professional experience
- enhance understanding and application of behavioral science principles, concepts, and procedures
- establish professional contacts within the healthcare community
- strengthen oral and written communication skills
- strengthen interpersonal, critical thinking, and problem-solving skills

By the end of the course, students will be able to:

- Assess their own skills and interests
- Build a professional network
- Build a record of work experience
- Communicate in a professional manner
- Complete relevant objectives mutually agreed upon by the site supervisor & student
- Explore career options available to them
- Identify skills relevant to their career goals

c. Required Components

a. Initial Documentation

You must report your Internship on the Career Launch by completing the form. Please see [Appendix I](#) to learn about the information you need. Do not forget to add the information about Internship Coordinator and your Site Supervisor.

b. Weekly Activity Tracking

You are expected to report your hours via Career Launch on a weekly basis. While there are no minimum/maximum hours you work each week, to stay on track, aim to complete ~15 hours each week. Failure to complete and log 150 hours by the end of a term will result in failing the class unless you communicate your situation with your Internship Coordinator and Site Supervisor and discuss options for completing the Internship under [the IN designation](#).

c. Midterm Review

Halfway through the term, you will complete a self-evaluation on Career Launch and submit a draft of your CV/resume in the Word document on Blackboard.

d. Final Review

At the end of the term, you will complete a self-evaluation on Career Launch, submit a reflection, and a revised resume/CV dealing with the suggestions as you see fit, on Blackboard.

d. Roles and Responsibilities

Students

- Develop [learning goals](#) in consultation with their Site Supervisor
- Register for the course before beginning the Internship
- Complete all required assignments
- Maintain open communication with the Internship Coordinator and Site Supervisor
- Perform all assigned tasks to the satisfaction of the Site Supervisor
- Notify Internship Coordinator of any problems
- Honor [Code of Conduct](#)
- Notify Internship Coordinator if early termination is needed or more time to complete 150 hrs

Site Supervisor

- Provide varied learning experiences and activities
- Work with the student to [develop learning goals](#) and work schedule
- Provide continual evaluative information to the student regarding their work and submit a minimum of one written evaluation to the USI (the link will be sent to them via email)
- Notify the Internship Coordinator if any issues arise

Internship Coordinator

- Have final approval of site selection
- Evaluate the student
- Assign the final grade for the course based on student's work and Site Supervisor's input
- Be available to offer assistance, support, encouragement, and professional direction to the student
- Be available for any questions and concerns the supervisor may have about an individual student's performance or Internship as a whole

e. Code of Conduct

Conducting yourself in a professional manner with the highest standards of personal ethics is an absolute requirement. Violations of professional conduct and/or generally accepted standards of ethical behavior will be grounds for termination from the internship with the assignment of a not passing grade.

As an intern, you will be expected to behave in a professional and ethical manner. Your conduct should be honorable and productive and represent the University in a manner such that hosts will want more USI students to follow.

The following is expected of you as you participate in your internship and represent USI in the community:

- Assert yourself and your ideas in an appropriate and tactful manner
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with coworkers
- DO NOT gossip
- Communicate — keep people informed in a useful succinct way, listen, and ask questions
- Do not conduct personal business during work hours (e.g., the use of personal emails, cell phone, internet, or appointments)
- Be observant — watch how people organize their thoughts and how they respond to communications both positive and negative
- Remain drug and alcohol-free
- Maintain confidentiality of work-related projects and personnel
- Familiarize yourself with and adhere to relevant organizational arrangements, procedures and functions (e.g., APA, ACA, HIPAA requirements)
- Understand what constitutes a permissible work absence and whom to notify if absent, be on time to work and with assignments. Always give your best effort!
- Changes in your work schedule, supervision or problems at your site must be reported to the internship coordinator
- If you feel victimized by a work-related incident, contact the internship instructor immediately
- Dress appropriately for the work setting. Confirm dress requirements with your site supervisor
- Follow through on commitments
- Be positive and seek opportunities to lend a hand or contribute
- Keep an open mind and practice developing Global Perspective by being an informed participant
- Seek feedback from your supervisors, accept suggestions for corrective changes in behaviors and broaden your perspectives
- Continuously strive to improve performance

6. Unanticipated Situations Can Arise

a. Activities not specified on the Internship Course Description

It is impossible to anticipate every internship activity and you may be asked to perform a function that you did not anticipate, but that is within the general expected duties of internships. Certain tasks are common practice for most internship placements including photocopying, answering telephones, data management, letter-writing, delivery of documents, and on occasion, stuffing envelopes. However, as important as these activities are to the operation and success of any agency/program, they should not constitute the substance of your Internship.

If you feel that you are being asked to perform duties not in line with your goals, please feel free to contact the Internship Coordinator.

b. Activities that compromise your personal or professional values or beliefs

In the unlikely situation that you are asked to compromise your personal or professional values or beliefs, please contact Internship Coordinator for further direction.

c. Discrimination/Harassment

Should you feel you are being harassed or discriminated against in any way, please contact the Internship Coordinator for further direction.

APPENDIX I
Career Services Form: Career Launch

Students should report all information on Career Launch. www.usi-csm.symplicity.com



INTERNSHIP BASIC INFORMATION

Work Term Year _____ Semester _____

Student Name _____ Phone _____

Student ID # _____ Email _____

Experiential Learning Type: Internship Clinical Co-op Practicum Part-time Job

Class Level at time of Internship 1st semester Freshman 2nd semester Freshman
 1st semester Sophomore 2nd semester Sophomore
 1st semester Junior 2nd semester Junior
 1st semester Senior 2nd semester Senior

Major _____

Employer/ Company _____

Internship Title _____ Department _____

Start Date _____ End Date _____

COVID 19 If your internship was affected by COVID 19, please choose the best option below.

- Internship ended early due to COVID 19
- Internship start was delayed due to COVID 19
- Internship offered and accepted but cancelled due to COVID 19

Are you taking this Internship for credit? YES NO USI Course Number _____ Credit Hours _____

Is this position In person work Remote or online work Both in person and online work
 Part-Time Full-Time How many hours do you work each week on average? _____

Compensation Type Hourly Salary Stipend Unpaid

Compensation Amount \$ _____ (enter hourly rate, or total amount of salary or stipend)

How did you obtain this internship? Career Services and Internships Office Faculty Found it on my own

Faculty Coordinator for Internship _____

Email _____ USI Department _____

INTERNSHIP SUPERVISOR

Supervisor Name _____ Phone _____

Supervisor Title _____ Department _____

Supervisor Email _____

Internship Address _____

Additional comments or information regarding your internship: _____

REQUIREMENTS FOR INTERNSHIP—Please check all those that you would like to work on this term

- | | |
|--|---|
| <input type="radio"/> Resource management (time, materials, space) (resources) | <input type="radio"/> Organizational/planning skills |
| <input type="radio"/> Understanding/adhering to organizational systems | <input type="radio"/> Acquiring and integrating information |
| <input type="radio"/> Critical thinking/problem solving skills | <input type="radio"/> Computer/technical skills |
| <input type="radio"/> Realistic expectations | <input type="radio"/> Career direction/goals |
| <input type="radio"/> Independence/initiative | <input type="radio"/> Oral communication skills |
| <input type="radio"/> Written communication skills | <input type="radio"/> Oral presentation skills |
| <input type="radio"/> Interpersonal skills | <input type="radio"/> Teamwork |
| <input type="radio"/> Integrity | <input type="radio"/> Flexibility |
| <input type="radio"/> Listening skills | <input type="radio"/> Accuracy |

DISCLAIMER

- I understand that my participation in the Internship Program indicates my acceptance of the written regulations of the program.
- I agree to inform USI Career Services and Internships when I have accepted an internship.
- Any changes in your internship status (layoff, cutback in hours or dismissal) must be reported to USI Career Services and Internships.
- When participating in an internship, you are representing not just yourself, but the university and your fellow students, both current and future. Your performance at your work site may have implications far beyond your current situation.
- Communication is your biggest key to success. Communicate when you have a problem with a task. Communicate your plans and commitments. Listen to your co-workers. Be respectful. Ask questions.
- An internship is a learning experience that should involve feedback and open dialogue between the intern and the internship supervisor. Keep a positive attitude and open mind, accept constructive criticism and strive to improve performance and acquire new skills.
- Arrive on time, be prepared, be professional, confirm the dress code and any requirements or regulations in advance with your supervisor or hiring manager.
- I agree to inform USI Career Services and Internships if I am offered an extension of my internship or full-time employment following my internship.

Student Signature

Date

Contact USI Career Services and Internships with any questions. 812-464-1865 | career@usi.edu



APPENDIX II
Internship Learning Goals

INTERNSHIP LEARNING GOALS

Internships are most productive when students articulate and record their learning goals at the beginning of the work experience. First, determine what learning you hope to gain from the internship. Then, discuss with your supervisor to make sure the position will offer you the opportunity of achieving these goals. At mid-term, we will evaluate the progress of your goal achievements.

To be meaningful, goal statements must be:

- Specific
- Measurable
- Verifiable
- Achievable
- Agreed upon

List five goals below which you wish to achieve as a result of participating in this internship experience. ***These learning goals should be discussed in your final paper.***

GOAL STATEMENTS:

1. _____

2. _____

3. _____

4. _____

5. _____

APPENDIX III
Expectations for Site Supervisor

Expectations for Site Supervisor

The student must meet with the Internship Coordinator and register for the PSY 498 course.

Direct and Indirect Hours and Credit Hours

Students have an option to complete at least one Internship of 150 supervised hours **over one semester**.

Out of 150 supervised hours, 140 must be direct hours completed on site at the agency, and/or under supervision of the Site Supervisor, and 10 can be indirect hours performed anywhere (e.g., attending workshop, conferences, etc.). The student keeps record of their time and activities via Career Launch.

It is usually best when interns can be onsite at least twice per week. This provides them with substantial exposure to the agency so that they can become acquainted with agency personnel and maximize their learning opportunities.

Site Supervisor Responsibilities/Expectations

- Develop meaningful and challenging experiences relating to the intern's academic and career goals
- Provide the Intern with appropriate orientation to the organization, work environment, and organization policies and procedure including expected performance standards; office etiquette and attire; work hours; telephone manners; availability of supplies; confidentiality; and process for resolution of ethical dilemmas
- Define the role of the intern and communicate this role to the intern and relevant staff
- If possible, schedule activities that allow the intern to gain broad exposure to the professional field as well as to develop proficiency at narrower tasks
- Provide oversight of Intern's projects, duties, and performance
- Schedule regular meetings with the intern to enable the intern to ask questions, resolve problems, report on his/her progress, receive training and instructions, and receive advice related to their future career plans
- At the end of the internship, an exit interview should be conducted with the intern to discuss the Supervisor Evaluation Form (link for evaluation form will be emailed at midterm and upon completion of interns contact hours)
- Notify the Internship Instructor or Career Services Liaison immediately of any problems or if you have questions or suggestions
- If internship is conducted at place of employment, supervisor will assure that internship activities will be different than intern's regular job duties/activities

Expectations of Intern's Professional Conduct

All interns must conduct themselves in a professional manner (e.g., dress, personal hygiene, and minimal use of personal electronic devices). During the winter months, The University of Southern Indiana may designate a snow day. Interns are expected to follow the agency's work calendar (national holidays) not the universities holidays. However, if travel conditions are unsafe, they should notify you that they cannot be present.

Discrimination/ Harassment

Interns should be provided a copy of the agency's policy on discrimination and harassment.

Termination from the Internship Program

Please contact the Internship Instructor or Career Services Liaison immediately in the event of violations of professional conduct and/or generally accepted standards of ethical behavior.

USI STUDENT INTERN SITE SUPERVISOR GUIDE

The faculty and staff of the USI Psychology Department thank you for hosting one of our students. We believe the best way to learn is through experience and we appreciate you sharing your time and talent to make this possible.

We encourage our students to be the contact point and resource for most of your information from the university. This is *their* learning experience. However, at any point we encourage you to contact Pam Doerter, Career Coordinator, at 812-464-1865 in the USI Career Services Office with any questions or concerns.

We have three points we hope each intern has an opportunity to experience during 150 hours of internship:

- We encourage our students to become involved in projects that will be beneficial in their future career and should allow the student to gain a deeper understanding of your agency and how it works.
- We believe you and your colleagues are the best teachers to give a student insight into careers within your industry. We hope there is time for the intern to meet with various department personnel to learn their duties, career path and training.
- Students need a wide variety of experiences to help them develop their academic and professional skills.

For many of our students this is the first experience in their chosen academic field. They will depend on your guidance to introduce them to the functions and responsibilities of your company/department/agency. However, they should demonstrate the initiative to ask questions and offer assistance at any time. Your role is to coach, guide, encourage, redirect, and praise whenever it is appropriate.

We sincerely appreciate your partnership in giving USI students an opportunity to experience an actual working environment in their field. We hope this will be as rewarding for you as we know it will be for the student.

Sincerely,

Pam Doerter

psdoerte@usi.edu

812-464-1865

Career Coordinator, Liaison to College of Liberal Arts

Career Services & Internships

APPENDIX IV Policies

American Psychological Association Code of Conduct

Please click on the link: <https://rb.gy/f6c0t>

American Counseling Association Code of Conduct

Please click on the link: <https://rb.gy/07clg>

HIPAA Compliance Policy

Please click on the link: <https://rb.gy/be59h>