

Psychological Science Internship Guide (PSYC 4000)

So you're interested in an internship in psychological science. What do you do? Follow this handy step-by-step guide and you'll be on your way to some great in-field experiences. The internship coordinator for psychological sciences is Dr. Thomas (sstomas@lagrange.edu) and the internship coordinator for all of LaGrange College is Jacob Wise (jwise1@lagrange.edu).

1. Once you decide that you are interested in completing an internship in a following semester, **set up a meeting with your advisor and Dr. Thomas** (you can set up a meeting by visiting this link: <https://calendly.com/socialpsysteph>) to discuss your interests and different opportunities that are available. Your advisor will help you decide if it is the right time for an internship and will go over your 4-year progression related to your career path. Dr. Thomas is the internship coordinate for psychological sciences.
 - o All students are encouraged to complete an internship prior to graduation, generally this will occur during sophomore or junior year. For some areas of study, it is recommended that students complete at least 2 internships. This can help students to meet requirements for graduate programs. Please see your 4-year progression for specific recommendations regarding completing an internship.
2. **After your meeting with Dr. Thomas you will need to visit Jacob Wise.** Jacob Wise is the internship coordinator for all of LaGrange College. He handles helping you contact the specific site you are going to work with and all of the paperwork, including registering you for the course. You will work directly with Jacob to get your internship paperwork complete. Be prepared to run around campus gathering signatures from various administrators. Jacob's office is in the Career Development Center on the bottom floor of Smith.
3. **Once you are enrolled in the course, you need to check the course page in Connect for upcoming assignments.** There are several forms you need to upload once you have an internship site and supervisor. Then, every week, you will complete a journal entry on a specific topic. These journal entries are meant as a way for you to reflect on and record your experiences at your internship. The information you record can be helpful later when you are writing about your experience for applications, a CV, or a letter of intent. Dr. Thomas is the grading professor for this course and the professor monitoring this page.
 - o Journal entries should be about 250 words in length, answer all of the questions in the prompt, and contain a list of dates and times that you logged at your site that week.
 - o If you have any issues or questions about assignments, these should be directed to Dr. Thomas.
4. **After completing your required internship hours, you will complete an internship portfolio as your final evaluation.** This portfolio should contain your written response to the prompt provided on connect as well as evidence of what you completed at your internship. This could include photos of you at your site (remember, respect client privacy and be aware of who you are taking pictures of), photos of PDFs of things you created, etc.

FAQs

1. *I am having an issue with my internship and don't know who to contact.*
You can use this handy flow chart to figure out who you need to contact for certain issues regarding your internship.



2. *Why does my grade say "P"?*

Internships are only Pass (P) or Fail (F). The credits hours go towards your 120 graduation requirement, but it does not affect your GPA.