

Internship Checklist

- ___ I understand that this entire application must be completed by September 15 for Spring practicum, by February 1 for Summer practicum, and by April 15 for Fall practicum.
- ___ Thoroughly read the information on the Psychology Department webpage related to the Practicum experience.
- ___ Discuss any concerns with Dr. Meil (Meil@iup.edu).
- ___ Prepare one electronic version of all application materials as listed below (pages 3-5 of this file, plus resume).
1. The three-page application form, including a statement of internship objectives and a list of relevant coursework.
 2. Your résumé; a sample is included in this application package
- ___ Submit your complete application package to Dr. Meil (by email). Dr. Meil will contact you to set up a meeting to discuss the application process and potential sites.
- ___ **After meeting with Dr. Meil**, you will make appointments for interviews with your academic advisor and one faculty member on the Practicum Committee. Choose from among the following interviewers and contact them to make an interview appointment.
- | | | |
|---------------------|--|-------------|
| 1. Dr. Bill Farrell | william.farrell2@iup.edu | (202 Uhler) |
| 2. Dr. Mark McGowan | mmcgowan@iup.edu | (221 Uhler) |
| 3. Dr. Mark Palumbo | mark.palumbo@iup.edu | (214 Uhler) |
- Share your complete application package with your academic advisor and your Practicum Committee interviewer prior to your interview. If you are unable to keep your interview appointments with the your interviewers, please be sure to contact them prior to the appointment.
- Once you have completed your interviews, Dr. Meil will contact you to let you know if you have been approved by the Practicum Committee.
- ___ Applicants should make appointments for interviews with sites *as soon as they have been given permission* to do so by Dr. Meil. You will not receive permission until you have completed your interviews and been informed by Dr. Meil that you are approved. When you contact the site, speak professionally and politely. You can plan to say something like: “Hello, my name is----. I am a student in the Psychology department at IUP, and I am interested in doing an internship at your site for the ---- semester.” See below for issues to discuss during the site interview.
- ___ Interview with your preferred sites. Ideally this should occur in September/October for Spring, January/February for Summer, and March/April for Fall.
- ___ If your site is a new site, it will need to be approved by the committee and an agreement between IUP and the site may need to be signed. Ask Dr. Meil for the New Site Application. Submit description of any “new site” information ASAP.

- _____ Complete all additional forms required by your site. Consider the following possibilities:
1. PA state police criminal clearance and/or FBI criminal background check
 2. PA child abuse clearance
 3. Whether you need to take out professional liability insurance. **THIS IS EXTREMELY IMPORTANT. YOU CANNOT DO A PRACTICUM WITHOUT INSURANCE.** If the site does not carry insurance, I will tell you how to get it through the American Psychological Association.
 4. Whether a contract between the site and IUP is required.
- _____ Notify Dr. Meil when you have been accepted by a site.
- _____ After completing any necessary clearances and/or purchase of liability insurance, Dr. Meil will send you an additional College of Health and Human Services (CHHS) application form to complete. After CHHS has approved your site and verified you have completed the above requirements, you will be given electronic permission to register for PSYC 493.
- _____ Fees. Students completing an internship outside of Indiana may be eligible for activity fee and health fee waivers. See the link for the activity fee policy at <http://www.coop.iup.edu> and, if relevant to you, click onto may “apply” for exemption or reduction of the fee. Interns who are not on main campus and are outside a 25-mile radius from IUP’s Main Campus may be granted a waiver of the health fee. There is no mandatory health fee for the summer. Then, log into a secure area of URSA. Select the “Student/Financial Aid section of URSA. Then select “Billing and Fees.” Choose “Request a Health Service Fee Waiver” from the list of options. The submitted form generates an email directly to the Health Center where it will be processed.

William M. Meil, Ph.D. Psychology Department Practicum Coordinator

Undergraduate Internship (Practicum) Application

Please include a completed version of this form as part of a complete packet along with your resume, brief statement of objectives, and a list of completed courses relevant to the internship.

Check off the following practicum prerequisites:

1. ___ Will you have junior (60 hours) or senior standing at the time of your internship?
2. ___ Will you have taken at least 12 credits of psychology courses at the time of your internship?
3. ___ Do you have an overall GPA of at least 2.0?

Banner ID: @ _____

Name: _____

Home Address _____

Street

City

State

Zip

Current Address: _____

Street

City

State

Zip

IUP Email address: _____

Home Phone _____ Current Phone _____

Major: _____ Minor: _____ Anticipated graduation date _____

Advisor _____ Overall GPA _____

Underline term for which you intend to enroll. Fall Spring Summer

Number of internship credits for which you intend to enroll (3, 6, 9, or 12): _____

List the Practicum Committee member (and a backup in case of scheduling issues) you plan to request an interview with (remember, your second interview will be with your academic advisor):

1. _____
2. _____

The Internship Coordinator will contact you after you have completed your interviews to tell you whether you have been accepted.

STATEMENT OF INTERNSHIP OBJECTIVES

- Describe what you expect to accomplish by completing an internship in psychology. Consider *objectives that are unique to you* as well as those that may be applicable to the majority of students. Talk about the skills you wish to acquire or further develop, as well as the type of sites you would be interested in and why.

List potential sites in order of preference (to be completed after meeting with Dr. Meil)

1. _____
2. _____
3. _____

Relevant Coursework

List your psychology courses, and any other courses that might be relevant to your practicum experience.

(sample résumé)

KELLY R. JONES

123 Main Street, Apt. 101
New York, New York 10001
Mobile: 202-555-1234
kellyjones@gmail.com

OBJECTIVE

Auditor position in the public accounting field in the Chicago area.

SUMMARY

- More than two years of progressive accounting and auditing experience
- Auditor internship with Ernst & Young in New York City
- Magna Cum Laude graduate with BBA in Accounting
- Proficient with MS Office, Windows, and the Internet

EDUCATION

Bachelor of Business Administration in Finance, May 2015
Illinois State University, Normal, Illinois
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses included:

Managerial Accounting	Accounting for Not-For-Profits
Financial Management	Intermediate Accounting I & II
Corporate Audit	Managerial Economics
Accounting I & II	Internal Audit & Finance

EXPERIENCE

Auditor Internship, June 2014-August 2014 **Ernst & Young, New York, New York**

- Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report
- Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors
- Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors
- Received Employee of the Month award twice—first intern ever to win the award

Accounts Payable/Bookkeeping Clerk, June 2013-August 2013 **Anytown Tax and Bookkeeping Service, Anytown, New York**

- Assisted (via remote) with payroll, tax, and account processing
- Developed automated monthly sales tax payment system
- Implemented Rapid Tax Refund service for individual customers

ACTIVITIES

- Vice President, Student Accountancy Chapter, 2014-2015
- Treasurer, Beta Gamma Sigma honors society, 2014-2015
- Dorm Resident Assistant, 2013-2015

INTERVIEWS WITH SITES

- After you have received departmental approval to go on an internship, you will still need approval from your site. You should schedule interviews with at least three different sites.
- Consider whether other students are competing for your preferred site(s) and how likely you are to be accepted by the sites. You should set up interviews with your second- and third-choice sites as well.
- Try to pay attention to your appearance, and do not call interviewers by their first names unless they give you permission to do so.

Discuss the following with your site interviewers:

What duties will you have?

- There is a great deal of heterogeneity among the internships in psychology and there are no specific criteria that need to be met, although, duties should be obviously relevant to academic knowledge in psychology.
- Who will be your site supervisor? Obtain the name and phone number. What training/supervision will you be offered at the site? How much supervision will you be given? Will you have an opportunity to “shadow” the work of an expert? What will you be able to do independently?

Hours worked and duration of internship:

How much time will you be at the site each week? Certain sites do not accept students for less than 6 credits. The Indiana County Guidance Center asks that interns make a two-semester commitment to the internship if they desire working within a therapeutic setting with children, but this is not the case for the Partial Hospitalization Program. When regular classes don't meet, you should not be scheduled to work at the internship. Prerequisite coursework varies across sites and may be discussed with the site. Actual requirements may differ from those listed within the site description file.

Forms that may be required by a site:

All of the forms take several weeks to process, so it is a good idea to start early.

- a. Pennsylvania Child Abuse History Clearance (Get form from site).
- b. Pennsylvania State Police Request for Criminal Record Check (Get form from site).
- c. Proof of professional liability insurance (in case your clients sue you for malpractice). IUP DOES NOT CARRY ANY PROFESSIONAL LIABILITY INSURANCE FOR STUDENTS. You must be covered under a liability policy during your practicum, whether provided by the site or the student. If necessary, professional insurance is available to psychology student through the American Psychological Association (APA). Fees are very reasonable. Contact Dr. Meil for purchase instructions.
- d. An official contract with IUP is required for all sites, although this is most often only an issue for new sites. Please allow extra time for the paperwork to be processed if you will be working at a new site.

Special note concerning ethics:

The student applying for an IUP internship must subscribe to the following Code of Ethics: "As an IUP student, I realize that it is my responsibility to cooperate with my employer and to hold in professional confidence any information gained regarding the business of the firm, institution or agency, and to refrain from using such information in an unethical manner. It is my further responsibility to maintain high personal standards and a willingness to learn on the job. "

REGISTERING FOR PSYC 493: PSYCHOLOGY PRACTICUM

- Students are given permission electronically to enroll for specific sections of PSYC: 493. When more than a 3-credit practicum is desired, it is necessary to enroll for two sections of the same course (strange but true!). **You are given permission to enroll for specific sections and if there is a change in the number of credits that you desire, it is necessary to notify the department practicum coordinator before you can enroll.**
- **ALL STUDENTS WILL ENROLL FOR PSYC 493, SECTION 003 (3 CREDITS).**
- Students desiring a 6-credit practicum will enroll also for Section 006 (3 credits).
Students desiring a 9-credit practicum will enroll also for Section 009 (6 credits).
Students desiring a 12-credit practicum will enroll also for Section 012 (9 credits).
- Summary:

3 credits	Section 03
6 credits	Section 03 + Section 06
9 credits	Section 03 + Section 09
12 credits	Section 03 + Section 12
- Some students may be interning at a site **and** residing more than twenty-five miles away from the main campus. They may apply to be exempted from paying any activity fee **when the internship is the only course** for which the student is enrolled. The activity fee waiver form is available on-line. The health fee waiver form can be obtained in Accounts Receivable, Clark Hall.