**Psychology 481: Internships Proposal**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section One: Student Information**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Box \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Semester Hours completed in Psychology\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Psychology hours in progress (other than proposed internship) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Overall GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (minimum 2.5)

**Attach a copy of your transcript highlighting your psychology classes.**

**Section Two: Internship Information**

Proposed Internship Site - Agency/Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of proposed on-site supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of proposed on-site supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email of proposed on-site supervisor

Starting Date\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date\_\_\_\_\_\_\_\_\_\_\_\_

Hours/week\_\_\_\_\_\_\_\_\_\_\_\_\_ Total hours \_\_\_\_\_\_\_\_\_\_\_\_\_ Credit hours \_\_\_\_\_\_\_\_\_\_ ELR? \_\_\_\_\_\_\_

Briefly summarize what you will be doing in this internship:

What knowledge and skills would you would like to learn during this internship?

1.

2.

3.

4.

**Section Three: Narrative**

Attach a one-to-two page typed paper describing your proposed internship. Specify how the proposed internship is relevant to your previous coursework and/or work experience and your career objectives and what you hope to learn from this experience. What will you be able to contribute to the agency or institution?

**Section Four: Agreement between student and faculty sponsor**

Faculty Sponsor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned contacts between student and faculty sponsor

1.

2.

3.

4.

Academic assignments Due Date

1.

2.

3.

4.

Basis for grading:

**Signatures required for approval by department will be completed during with the online registration process.**

**Section Five: Agreement between student and on-site supervisor**

This portion of the proposal should ideally be completed prior to registration for the internship credit. If you are unable to complete this prior to registration, complete Section Five immediately upon arrival to your internship site and email/mail a copy of the materials to your faculty sponsor. Provide a copy of this form and the attached evaluation form to your on-site supervisor.

Starting Date\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date\_\_\_\_\_\_\_\_\_\_\_\_ Hours/week\_\_\_\_\_\_\_\_\_\_\_\_\_

**Projected Work Schedule:**

**Projected meetings between student and on-site supervisor:**

**Activities/Student Responsibilities:**

1. a. Internship Activity

 b. Knowledge and/or skill learning goals related to this activity

2. a. Internship Activity

 b. Knowledge and/or skill learning goals related to this activity

3. a. Internship Activity

 b. Knowledge and/or skill learning goals related to this activity

4. a. Internship Activity

 b. Knowledge and/or skill learning goals related to this activity

**Field Supervisor Evaluation and Feedback Form**

**Department of Psychology, Elon University**

Thank you for providing this educational opportunity. In order to help us evaluate the student’s performance and experience please use the rating scales below and include any comments. Please feel free to substitute any in-house form your agency may already have. When you are done, please mail this back to me at the address below. Thank you.

Name and address of faculty sponsor

1. Punctuality: unsatisfactory 1 2 3 4 5 highly satisfactory

 comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Appearance unsatisfactory 1 2 3 4 5 highly satisfactory

 comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Appropriateness

of interactions unsatisfactory 1 2 3 4 5 highly satisfactory

with clients

 comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Appropriateness

of interactions unsatisfactory 1 2 3 4 5 highly satisfactory

with other staff

 comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Adherence to

agency policies unsatisfactory 1 2 3 4 5 highly satisfactory

 comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Openness to

supervision unsatisfactory 1 2 3 4 5 highly satisfactory

 comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Quality of

reports or other unsatisfactory 1 2 3 4 5 highly satisfactory

communications

 comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*continued*

8. What would you say were the intern’s strengths?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. What areas do you think the intern needs to work on?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Additional comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of** **Internship Experience**

**(Email this feedback to your faculty mentor at the end of your internship experience)**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site - Agency/Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-site supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email

Position of on-site supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Starting Date\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date\_\_\_\_\_\_\_\_\_\_\_\_

Hours/week\_\_\_\_\_\_\_\_\_\_\_\_\_ Total hours \_\_\_\_\_\_\_\_\_\_\_\_\_

Was the internship paid? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Briefly summarize what you did in this internship:**

**What knowledge and skills did you learn during this internship?**

1.

2.

3.

4.

**What courses did you take which were relevant to this experience?**

**Additional Comments:**