

Instructions:

Please submit this application to the Department of Psychological Science via DocuSign by the appropriate deadline. The Internship Committee will meet after the deadline to review applications, and you will receive a decision via your KSU email before registration opens. **Please note that students can apply a maximum of 6 credit hours of internship in the upper division major field requirements for the psychology degree.**

Deadlines			

PSYC 3398 – Elective Internship Requirements:

- psychology major
- complete PSYC 2500 with “C” or better
- complete PSYC 3000 with “C” or better
- two additional upper level PSYC courses
- internship committee and department chair approval

PSYC 4498 Requirements (Fall 2019-Fall 2025 Catalog Year):

- psychology major
- complete PSYC 4100 with “C” or better
- complete one course from each of the four psychology curriculum areas with “C” or better (any ONE of the four areas can be taken concurrently with PSYC 4498)
- internship committee and department chair approval

Credit-to-Site Hour Equivalencies:

3 credit hours = 120 site hours
 4 credit hours = 160 site hours
 5 credit hours = 200 site hours
 6 credit hours = 240 site hours

PSYC 4498 Requirements (Fall 2026-Current Catalog Year):

- psychology major
- complete PSYC 4100 with “C” or better
- complete PSYC 4410 or PSYC 4415 or PSYC 4345 or PSYC 4455 with “C” or better
- Senior Standing (90+ credit hours)
- internship committee and department chair approval

IMPORTANT – ORIENTATION REQUIREMENT: All students approved for the internship experience MUST attend a virtual internship orientation. Internship section CRNs will be provided only to confirmed attendees of the orientation.

- Fall 2026 Internship Orientation Session Dates:
 - March 5, 2026 (Thursday) at 6pm ET
 - March 6, 2026 (Friday) at 1pm ET

Note: Although there is no GPA requirement, strong preference will be given to applicants with GPA ≥ 3.0.

Student & Course Information:

Name: _____

Phone Number: _____

Institutional GPA: _____ PSYC GPA: _____

Applying For*: _____

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Credit Hours Requested: _____

* If you select PSYC 4498 option, you must also submit a Senior Capstone Experience (SCE) application.

1) Briefly describe your reasons for seeking an internship experience.

2) Briefly describe any previous or current psychology-related work or volunteer experience that is relevant to the internship placement that you desire.

3) Describe any schedule limitations you have (location, days/times, etc.).

4) If you have connections to a particular internship site(s) of interest to you or other students, please provide the site and contact information.

Student Signature: _____

Date: _____

FOR DEPARTMENT OFFICE USE ONLY

Date Received: _____

Received By: _____

Faculty Recommendation Form

Applicant: Complete the top section prior to submitting this form to the faculty member you are asking to recommend you. Recommenders should be faculty members, ideally in the KSU Department of Psychological Science, who have direct experience observing the skills and characteristics listed on the next page. This form can be duplicated.

I understand that it is my right under the Family Educational Rights and Privacy Act of 1974 to review this recommendation form/letter, unless I waive that right. I understand that my choice, in itself, to waive the right or not to waive the right to view the contents of this form/letter will not affect the decision of the Internship Committee. I understand and give permission for the named evaluator to evaluate my abilities and skills as requested in the form/letter, to disclose and discuss any aspects of my performance within any courses I have taken from said evaluator, and to include information from my education records as necessary.

____ I waive my right to view the contents of this form/letter.

____ I do not waive my right to view the contents of this form/letter.

Evaluator Name: _____

Applicant Name: _____

Applicant Signature: _____ Date: _____

Evaluator: Please complete this section with as much information as possible.

Evaluator Name: _____

Evaluator Title: _____

Phone Number: _____ Email: _____

1) In what capacity have you known the applicant?

____ Instructor ____ Supervisor ____ Other (please explain below)

2) How long have you known the applicant?

3) In comparison with other students you have known, taught, and/or supervised, rate this applicant in terms of:

Intellectual ability	_____
Written Communication Skills	_____
Oral Communication Skills	_____
Ability to work independently	_____
Ability to work with others	_____
Persistence	_____
Stress tolerance	_____
Dependability	_____
Conscientiousness	_____
Integrity	_____
Maturity of judgement	_____
Receptivity of criticism	_____
Open-mindedness	_____
Appreciation of diversity	_____

4) Please comment on any of the above categories or provide other information that should be considered by the Internship Coordinators in determining this applicant's readiness for placement.

5) Overall Recommendation:

- ☐ Recommend most highly
- ☐ Strongly recommend
- ☐ Recommend
- ☐ Recommend with reservation
- ☐ Do not recommend

Evaluator Signature: _____

Date: _____