

Instructions for PSYC Internship Application

All PSYC majors interested in completing the PSYC Internship either as an elective (PSYC 3398) or capstone experience (PSYC 4498) must complete and submit the PSYC Internship Application. Interested majors must meet the prerequisites for the internship course they are applying for and must have a faculty recommendation. All internship applications require approval of the internship committee and department chair.

****Please be mindful of the application deadlines which can be found listed at the top of the application and on the Important Dates & Deadlines document. No applications will be accepted after the application deadline.****

The prerequisites for the internship options are as follows:

- PSYC 3398 – Elective Internship
 - Psychology major
 - Complete PSYC 2300/2500 with a “C” or better
 - Complete PSYC 3301/3000 with a “C” or better
 - Complete (2) additional upper-level PSYC courses with a “C” or better

- PSYC 4498 – Capstone Internship
 - Pre-2019 Catalog Year
 - Psychology major
 - Complete PSYC 2300 or PSYC 2500 with a “C” or better
 - Complete PSYC 3301 or PSYC 3000 with a “C” or better
 - Complete one course from each of the five psychology curriculum areas with a “C” or better (and ONE of the five areas may be taken concurrently with PSYC 4498)
 - 2019-Current Catalog Year
 - Psychology major
 - Complete PSYC 4100 with a “C” or better
 - Complete one course from each of the four psychology curriculum areas with a “C” or better (and ONE of the four areas may be taken concurrently with PSYC 4498)

Limitations for Internship Experience Credit Hours:

- A maximum of 6 credit hours of Internship may be used toward the Upper Division Major requirements.
- Credit hours earned for PSYC 3398 or PSYC 4498 BOTH count toward this maximum as both are Internship experience options.

When students click on the link for the internship application, it will ask for the student’s name and email address (KSU email) and the faculty recommender’s name and email address (KSU email).

- The department strongly prefers that the recommendation come from a PSYC faculty member but will consider a recommendation from a faculty member outside of PSYC.

- *Academic Advisors are not faculty and **do not** provide recommendations for the internship application.*
- When considering a PSYC faculty member to reach out to, keep in mind the following:
 - How many times did you take classes with them?
 - How well did you do in their class?
 - Did you interact or work with them outside of the classroom?
 - Do you feel confident that this professor can speak to your ability to perform well in an internship setting?

Information for Page 1:

Fill out the required information fields as directed. Students will need to input their KSU GPA and their PSYC GPA in this area.

- The KSU GPA can be found on the DegreeWorks page in Owl Express.
- Students can use a GPA calculator to determine their PSYC GPA using any course that starts with the PSYC prefix within their major requirements area in DegreeWorks.

Information for Page 2:

Fill out the required information fields as directed and any optional fields as applicable.

Information for Page 3:

Fill out the required information fields as directed.

Once the student has completed their portion of the application and added their signature in DocuSign, the application will automatically route to the faculty recommender indicated on the application, and then come to the department for review. Students will receive notification via their student email regarding the decision of the internship committee.

If students have any questions about this process, please contact the Department of Psychological Science at psychology@kennesaw.edu.

An example of this form can be found on the following pages.



DEPARTMENT OF PSYCHOLOGICAL SCIENCE
INTERNSHIP APPLICATION

Instructions:

Please submit this application to the Department of Psychological Science office (SO 4030) by the appropriate deadline. You will be notified of the Internship Committee's decision via KSU email and provided with registration instructions, if applicable. **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	Spring 2022	Summer 2021	Fall 2021
	(4498) Oct 4, 2021	not offered	(4498) TBD
	(3398) Nov 30, 2021		(3398) TBD

PSYC 3398 Requirements:

- psychology major
- complete PSYC 2300 or 2500 with "C" or better
- complete PSYC 3301 or 3000 with "C" or better
- two additional upper level PSYC courses
- internship committee and department chair approval

PSYC 4498 Requirements (Pre-2019 Catalog Year):

- psychology major
- complete PSYC 2300 or 2500 with "C" or better
- complete PSYC 3301 or 3000 with "C" or better
- complete one course from each of the five psychology curriculum areas with "C" or better (any ONE of the five 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 (2019-Current 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

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

Student & Course Information:

Name: _____
 Phone Number: _____
 Institutional GPA: _____ PSYC GPA: _____
 Applying For: PSYC 3398 _____ PSYC 4498* _____

Date Submitted: _____
 KSU ID#: _____
 KSU NetID: _____
 Credit Hours Requested: _____
 Modality: In-person _____ Online _____

* If you select this 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/rank the type of internship placement you desire. (NOTE: Availability cannot be guaranteed.)

Age: (Rank 1–4, with 1 being your first choice.)

- children
 adolescent
 adult
 geriatric

Setting: (Rank at least 5, with 1 being your first choice.)

- | | |
|--|--|
| <input type="checkbox"/> Inpatient Psychiatric | <input type="checkbox"/> Court Setting |
| <input type="checkbox"/> Outpatient Psychiatric | <input type="checkbox"/> Children's Services Setting |
| <input type="checkbox"/> Substance Abuse Treatment | <input type="checkbox"/> Correctional Setting |
| <input type="checkbox"/> School (elementary) | <input type="checkbox"/> Industrial/Organizational |
| <input type="checkbox"/> School (high school) | <input type="checkbox"/> Neuropsychological |
| <input type="checkbox"/> Family setting (e.g., behavior treatment for autistic children) | <input type="checkbox"/> Crisis Intervention/Hotline |
| <input type="checkbox"/> Other: _____ | |

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

5) 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: _____	Approved? _____	Yes _____ No _____
Department Signature: _____		Date: _____	

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:

	Top 5%	Top 10%	Top 20%	Top 33%	Middle 33%	Bottom 33%	Can't Rate / Not Applicable
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 judgment							
Receptivity to 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 Committee in determining this applicant's readiness for placement. Use an additional sheet if necessary.

5) Overall Recommendation: _____

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

Evaluator Signature: _____

Date: _____