

## ***UNDERGRADUATE INTERNSHIPS IN PSYCHOLOGY (PSYC 4890) ACADEMIC REQUIREMENTS***

**To allow students to customize their experiences, the undergraduate internship program in BGSU's Department of Psychology has few specific academic requirements (below).**

- You are at least a junior in good standing.
- Internships are graded on an "S/U" basis.
- Internship credit hours do not count toward your psychology major or minor; however, internship credit hours are applied toward graduation.
- You must work 3 hours/week at a site to earn 1 credit hour during a 15 week semester (i.e., 45 hours of total time = 1 credit hour). So, 3 credit hours = 9 hours/week at the site. During the 6 week summer session, 8 hours/week = 1 credit hour.
- It is recommended that you seek out an internship which offers opportunities that are (1) aligned with your interests; and/or (2) likely to help clarify where your interests and talents lie. The quality of supervision is important for you to consider when pursuing an internship. It is strongly recommended that you seek out an internship site where your work will be overseen by a qualified, credentialed supervisor.

If you have questions about these requirements, please contact the Psychology Department at (419) 372-2301. Any faculty member in the Psychology Department can serve as your faculty sponsor. Once you find a faculty sponsor, you will be asked to complete the following academic requirements. Your faculty sponsor has the discretion to modify these requirements. You and your sponsor should agree on these requirements prior to beginning your internship.

- 1) Confer with your faculty sponsor prior to registering for your internship to discuss what you will be doing (i.e., where you will be interning, how many credit hours you are taking, what responsibilities you expect to assume, etc.)
- 2) Keep a journal in which you write about your work experiences and what you are learning (making journal entries a couple times or more each week)
- 3) Submit a short (1-2 page) midterm reflection paper discussing your experiences and your hopes/goals for the remainder of the internship to your faculty sponsor.
- 4) Submit your journal near the end of your internship.
- 5) Prepare a poster describing your internship experience and participate in the biannual Psychology Department Undergraduate Poster Symposium the last Friday afternoon of classes (see attached for more information)
- 6) Submit the attached form signed by your internship site supervisor verifying that you have fulfilled the agency's requirements for undergraduate psychology interns. Bring this form to 206 Psychology during the last week of classes the semester of your internship.
- 7) Consult with your faculty sponsor on an "as-needed" basis about any concerns that might arise during your internship.

**Undergraduate Poster Symposium**

## BGSU Department of Psychology

As you know, undergraduate psychology interns are expected to participate in the Department of Psychology's Poster Symposium held at the end of Spring semester. Undergraduate students who have engaged in research will also be participating in this symposium. The symposium will take place on the last Friday of classes from 3:30 – 4:45 pm on the second floor of the Psychology Building. Posters can be dropped off in Psychology 206/ Main office on Wednesday or Thursday of that week 8 am – noon or 1 – 5 p.m. or brought in any time prior to 2:30 on Friday. Posters that are brought in ahead of time will be set up for display throughout the day. If you have a class during part of this time, you are welcome to attend for a portion of the symposium.

**Guidelines for Preparing Your Poster**

Symposium participants typically purchase a tri-fold poster board. (If you should have concerns about obtaining one of these, please reach out to the Administrative Assistant, Yagnesha Malaviya, at [ymalavi@bgsu.edu](mailto:ymalavi@bgsu.edu)). The Department of Psychology will provide an easel for you to display your tri-fold poster. Alternately, you may use a single large, printed poster, which could be placed on a wall. During the symposium, you will stand by your poster and talk with visitors about your poster's content.

**In preparing your materials, strive to include the following information on your poster:**

- An overview of the agency or organization where you completed your internship (including mention of the agency's mission/objectives and types of services it renders).
- Your personal goals for pursuing this internship.
- A list of responsibilities that you fulfilled at the site.
- Highlights of your internship, information about what you learned, and/or a list of ways that you perceive yourself as having profited from your experience.

**In addition to fulfilling a course requirement, presenting in this forum has many benefits, including:**

- You will be able to talk about your internship with students and faculty and get valuable feedback.
- You will have the opportunity to see the research and internships that other students have done.
- You can add this presentation experience to your CV or resume.

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Please complete this part of the form and return to Yagnesha Malaviya at [ymalavi@bgsu.edu](mailto:ymalavi@bgsu.edu) . You may also print the form and return the bottom portion to Mrs. Malaviya in Psychology 204. Keep the top for your information.

Your Name \_\_\_\_\_

Title of Poster or Name of Agency \_\_\_\_\_

Internship Advisor \_\_\_\_\_



BOWLING GREEN STATE UNIVERSITY

Department of Psychology

Undergraduate Psychology Internship Program
Bowling Green State University
Agency Confirmation of Internship Completion

My signature below attests that \_\_\_\_\_(intern name) has successfully fulfilled his/her internship responsibilities and has devoted a minimum of \_\_\_\_\_total hours to our agency during the following time period:
\_\_\_\_\_(Please specify starting and ending dates.)

Agency/Site: \_\_\_\_\_

Address: \_\_\_\_\_

Agency Website: \_\_\_\_\_

Site Supervisor's Name and Title \_\_\_\_\_

Site Supervisor's Signature \_\_\_\_\_

Phone: \_( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Date \_\_\_\_\_

Additional comments (if any):
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You cannot receive a grade for your internship until this form has been submitted.

**PSYCHOLOGY INTERNSHIP EVALUATION FORM**

Please return to the Psychology Department (PSYC Room 206 during the last week of the semester

Intern Name: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_

Semester: Fall Spring Summer Year: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Name(s) of Internship Supervisor(s): \_\_\_\_\_

**Briefly list what you were asked to do as an intern (i.e., your activities/responsibilities):**

**Circle the number indicating your level of agreement with each of the following statements:**

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neutral</b>	<b>Agree</b>	<b>Strongly Agree</b>
My internship experience gave me a better understanding of work in a mental health setting and clarified my vocational interests.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
My internship experience afforded me the opportunity to enhance my self-understanding and build upon my skill set(s)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
In fulfilling my internship requirements, I received regular supervision by a qualified staff member of the agency.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I perceived my faculty sponsor as available to help if I encountered problems at my internship.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
As an intern, I was asked to assume responsibilities that were consistent with my training and competence level.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I would recommend this internship experience to other psychology students.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b><i>If you took the internship skills training class:</i></b> The preparatory course helped me to (1) understand the value of completing an internship, (2) identify prospective sites, (3) apply to become an intern, and (4) fulfill my internship responsibilities.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Please feel free to share any additional comments on the back of the form.**