

# PSY 391 INTERNSHIP APPLICATION

\*Please download this form on to your computer, fill it out, and save it with your name in the title\*

## Part 1: Student Intern Information

1A. Student intern: please check “yes” or “no” for each statement below. A “no” response to any item will require special permission from the CSU Psychology Internship Coordinator to proceed.

Yes No

- Are you enrolled full-time and in good standing as an undergraduate at CSU (no holds)?
- Have formally declared that you are majoring in psychology?
- Have you taken PSY 200 previously, or are currently enrolled in PSY 200?
- Has your GPA been at least 3.0 for the two previous semesters on record?
- Do you have a resume\* to include with this application?

\*If you do not have a resume, or would like professional help in updating or improving your existing resume, the Office of Career Development (<https://www.clestatecareers.com/students>) can help you with that. Your resume should start with an objectives statement describing why you are seeking an internship, as we may share your materials with potential organization partners as we attempt to find a match for you.

1B. Student intern: please provide the following information about yourself.

Name:

7-digit CSU ID:

Email address (we recommend that you use your CSU email for professional correspondences related to this internship):

Anticipated semester and year of graduation (e.g., Fall of 2027 will be your last semester at CSU):

Professional Areas of Interest. Please briefly describe your professional interests and long-term goals. This information will be used to help establish a match between your interests and the opportunities afforded by a potential partner organization (e.g., applicants seeking a career in mental health therapy may be a good fit for a psychiatric outpatient center or crisis helpline).



Proceed to Part 2 (below) if you have already identified an internship site, and you and your site supervisor are ready to propose the details of your internship.

Otherwise, you can email Part 1 of this form, along with your resume, to the CSU Psychology Internship Coordinator, Dr. Robert Hurley, at [r.s.hurley@csuohio.edu](mailto:r.s.hurley@csuohio.edu). Dr. Hurley will review your application materials and will be in touch regarding potential internship sites.

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## Part 2: Internship Proposal

The student intern and site supervisor will work together on the content of the following proposal.

*2A. Please provide the following information about the partner organization (internship site).*

Name of organization:

Name of unit/department/area(s) within organization (if applicable):

Name of site supervisor within organization:

Email address of site supervisor:

Telephone number of site supervisor:

*2B. The student intern and site supervisor will work together to establish the following details for the Internship Plan.*

Year and Semester of Proposed Internship (e.g., Fall of 2027):

Number of PSY 391 credit hours for this internship (select one from below).

- 1 credit = 3 hours/week, 45 hours total
- 2 credits = 6 hours/week, 90 hours total
- 3 credits = 9 hours/week, 135 hours total
- 4 credits = 12 hours/week, 180 hours total

What are the overall goals of this internship?  
(i.e., what will the student intern learn or accomplish?)

What daily activities will the student engage in during this internship, to help accomplish the goals listed above? Please describe in sufficient detail to provide a clear picture of the student intern's expected duties and activities.

Please describe the general weekly schedule the intern will engage in during the internship (e.g., "Wednesday & Fridays from 9am-12pm"). This does not have to be set in stone, and this schedule is not binding in any way. Rather, the purpose is to give a general picture to the best of your current understanding, to ensure that the student intern's schedule overlaps sufficiently with the site organization's hours of operation.

2C. Please have the site supervisor fill out the following section.

Site Supervisor: please endorse the following statements by checking each off below

- I worked with the student intern to create the internship plan described in section 2B above
- I have a system in place for monitoring the student intern's hours each week, according to the schedule laid out in section 2B above
- I and my organization will be responsible for the student intern's safety while on site
- I will fill out the Site Supervisor Internship Review form (<https://artsandsciences.csuohio.edu/psychology/internship-opportunities>) and email it to the CSU internship Coordinator (at [r.s.hurley@csuohio.edu](mailto:r.s.hurley@csuohio.edu)) by the first week of December during Fall semesters, or by the first week of May during Spring semesters. This form will be used to determine the student intern's grade in the PSY 391 course at CSU (pass or fail).

Signature of Site Supervisor:

Date:

2D. Please have the student intern fill out the following section.

Student intern: please endorse the following statements by checking each off below

- In keeping with my career goals, and as a representative of CSU, I will appear and act professionally at the internship site.
- I will engage in my weekly interning schedule as described in Section 2B. I will arrive on time each day. In the event that I cannot make it to the site (due to illness, emergency, etc), I will notify the site supervisor (or relevant contact) in advance, and will make up those hours afterwards.
- I will complete the Student Internship Review form (<https://artsandsciences.csuohio.edu/psychology/internship-opportunities>) email it to the CSU Internship Coordinator ([r.s.hurley@csuohio.edu](mailto:r.s.hurley@csuohio.edu)) before exam week (by the first week of December during Fall semesters, or by the first week of May during Spring semesters).

Signature of Student Intern:

Date:

Email this form, along with your resume (if you have not already), to the CSU Psychology Internship Coordinator, Dr. Robert Hurley ([r.s.hurley@csuohio.edu](mailto:r.s.hurley@csuohio.edu)). Dr. Hurley will review your proposal, and will be in touch to either approve, reject, or suggest revisions to the proposal.