Introduction to the Internship Program
The Internship Program in the Department of Psychological Science is intended to provide students with an applied experience relevant to their coursework and career prospectus. For you as a student, an internship is an excellent way to combine coursework in the major and minor, professional interests, and abilities into a real world experience. This gives you an opportunity to explore whether you like certain kinds of career tracks, allows you to network with professionals, and provides a means to determine how your education has prepared you for a career.

Over the past several years, many of our students have been offered positions after college at their intern sites. In addition, internships give you the tools and experience to qualify for other career options and increase the potential for advancement.

This manual outlines for you the process and necessary forms needed to secure an internship. We highly recommend that you develop a relationship with the Office of Career Services on your campus. They will be of valuable assistance to you. In addition, be sure to contact and stay in touch with your on-campus supervisor; he or she will also be of help to you as you go through your internship.
Good Luck!
Information

Some Things to Keep in Mind When Looking for an Internship

1. Junior and Senior Psychology majors or minors in good standing are eligible to enroll in the Internship course (PSYC 4750).
2. Please email Dr. Bryan Dawson (Dahlonega students) or Dr. Shelley Aikman (Gainesville students) to set up an appointment to discuss course requirements, responsibilities as an intern, and internship opportunities.
3. Download and complete all forms (http://ung.edu/career-services/internships/internship-forms.php) and return a copy of each form to the Office of Career Services. Please make sure you retain a personal copy of the internship agreement document.
4. Once you have set up an interview at your internship site, make sure you are informed about the site’s work area and let them know your background, interests, etc. Please wear professional dress to the interview and throughout your internship, unless otherwise instructed by your site supervisor (e.g., outdoor adventure therapy).
5. Information on internship sites and help with resumes and interview skills are available at the UNG Office of Career Services. They are there to help!

Expectations

Hours
Students must complete a **minimum of 150 hours** at the Internship site prior to the last day of classes for the semester. Hours can be earned at the rate acceptable to your site supervisor, but not meeting the minimum will negatively impact your course grade.

Journal
Keep a journal of weekly entries during the semester that should total at least 7 typed pages by the end of the semester. Each week, discuss what
you did (whether that’s helping with an intervention, typing, or filing paperwork--it's all experience!), what you learned, and whether you enjoyed the experience. You do not need to send in journal entries during the semester--they are all due at the end. You will also need a 3-page typed paper detailing your overall experience, what you learned, anything in particular that stuck with you, etc. It does not have to be in APA format, but must be proofread.

You are not to use person’s names or identifying information in your writing. You may use pseudonyms or other codified expressions.

Contact Information

Dahlonega Campus
Psychological Science:
Dr. Bryan Dawson
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Career Services:
Sherrie Goodman
333 Stewart Center
Phone: 706-864-1951
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Gainesville Campus
Psychological Science:
Dr. Shelley Aikman
101 Strickland
Phone: 678-717-3879
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Career Services:
Ms. Lisa Geddings
346A Student Center
Phone: 678-717-3964
Fax: 678-717-3621
Lisa.Geddings@ung.edu

Reminder:
All paperwork needs to be completed and submitted before the end of drop/add in the semester you do the internship!
Forms are located here:
http://ung.edu/career-services/internships/internship-forms.php

If you need this document in another format, please email Sherry Parker or call 706-864-1444.