

University of North Georgia
Department of Psychological Science
Psychology Internship
Handbook

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 and Preparing to Start 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. Amanda Halliburton](#) (Dahlonaga students) or [Dr. Shelley Aikman](#) (Gainesville students) to gather more information or set up an appointment to discuss course requirements, responsibilities as an intern, and internship opportunities.
3. 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 about 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).
4. 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!
5. Download and complete the [Internship Learning Agreement \(ILA\)](#) and return a copy of the form to the faculty supervisor on your campus. The ILA must be signed by you, your supervisor, and the faculty supervisor. Please make sure you keep a copy of the signed ILA.

Expectations

Hours

Students must complete a **minimum of 150 hours** at the Internship site. These must be completed between the first and last official days of 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. You will turn in hours forms periodically throughout the Internship to document your progress toward the total.

Journal

You will keep a journal on D2L throughout your internship in which you detail your experiences at your site, how your work connects with classroom learning, and other professional experiences you are having as an intern.

You are not to use clients/customers' names or identifying information in your writing. You may use pseudonyms or other codified expressions.

Contact Information

Dahlonaga Campus

Psychological Science:

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Career Services:

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Gainesville Campus

Psychological Science:

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Career Services:

Tanya Hargrove

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Reminder:

All paperwork needs to be completed and submitted before the end of drop/add in the semester you do the internship!

Forms and other resources are located here:

<https://ung.edu/career-services/online-career-resources/internships/index.php>

If you need this document in another format, please email [Cloe Thomason](mailto:Cloe.Thomason).