

Guide to Internships in Psychology

Department of Psychology

Washington University

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Guide to Internships in Psychology

An internship in psychology gives you an opportunity to apply theories and principles you've been learning in your psychology courses to the "real world" of social service agencies, medical institutions, the criminal justice system, business, and industry. During an internship, you can explore career interests, develop preprofessional skills, see how community organizations work, expand your clinical and interpersonal skills, and, in many cases, help others. An internship is a great way to enrich your own college experience while making a valuable contribution to the St. Louis community.

In addition to the rewards, an internship in psychology requires a serious commitment of time and energy. You'll be required to attend training and regular supervision sessions at your internship site, and you must complete a minimum of 150 hours of work at your internship site to be eligible for course credit (that's approximately 10 hours per week over the course of a usual semester). In addition, you'll complete a written journal throughout the internship to demonstrate what you are learning.

The Psychology Department maintains a list of approved internship sites from which you can choose (see the listing later in this guide). Opportunities exist in agencies that provide criminal and offender services, supportive treatment for individuals with mental illness, services to the elderly and chronically ill, support for abused children, services to developmentally disabled adults and children, and emergency services. But you don't need to limit yourself to the organizations on this list. Alternative internship sites are possible if you identify an organization, make contact with a potential supervisor, and provide information to the Internship Coordinator for approval at least six weeks prior to beginning the internship.

Summer Internships

Internships for credit are also possible during the summer. You can choose from one of the Psychology Department's approved sites or propose your own organization in St. Louis or elsewhere. All the usual requirements remain the same, including the 150-hour time commitment.

If you are considering a summer internship, contact the Internship Coordinator no later than April 15 to discuss your ideas. If you have an organization in mind, bring information to the Coordinator about the organization, your potential supervisor, and the work you would be doing. The Coordinator will review that information and decide whether the internship meets the Psychology Department standards. Approval is required before you start the internship, and in no case is credit given retroactively for summer internships. Ordinarily, you complete the internship in the summer and then register for PSY 225 in the fall semester that follows, receiving final credit at the end of the fall semester.

The Mechanics

1) Make sure you meet all the prerequisites.

- You are at least 18 years old.
- You are a Junior or Senior who has completed at least 60 units of college credit.
- You have declared Psychology as your major.
- You have completed at least 15 credits in Psychology, with a grade of C- or better in each course.
- You have a minimum overall GPA of at least 2.50.

Note that some internship organizations may have additional requirements that are more stringent than the departmental prerequisites.

If you don't meet the criteria to register for an internship for credit, or you don't want to complete all the requirements, you can volunteer at an internship site and not receive academic credit. In this case, you can make arrangements directly with the agency or program of your choice; no approval is required from the Psychology Department or Internship Coordinator.

2) Select an internship organization.

Basic information on the internship sites that are currently approved by the Psychology Department is provided later in this guide. If you want to intern at one of these agencies, first study this information to determine whether you meet the particular agency's requirements. Then call the contact person at the agency to a) determine whether the site is currently accepting students and b) make an appointment for an interview.

Before you meet with the contact person at the agency, be sure you have thought about the learning goals you want to pursue. Although your goals can be refined during or as a result of this conversation, most supervisors stress the need for students to have clear goals they wish to work toward. You can interview with as many agencies as you wish before making a final selection of an internship site.

When you meet with the contact person, bring a Petition to Enroll in Internship form (available at the end of this guide). You complete sections I and II. Have the contact person complete Section III, the Agency Approval section.

After your interview, submit this form, along with other materials described below, to the Internship Coordinator in the Psychology Department. The signature must be of the contact person who is listed in this guide (unless that person is no longer with the organization or their responsibilities have changed.) We have developed relationships with specific professionals at each agency to handle training, supervision, and evaluation, and we ask you to respect these specific relationships.

Alternative sites. You can apply to enroll for an internship at a site that is not on the Psychology Department's list. Because approval by the Internship Coordinator can take some time, start the approval process well in advance of the usual University registration deadlines. When we consider new sites, we are interested in the following:

1. The agency offers a service that is directly relevant to the field of psychology, and the student's work at the internship also would be related to psychology.
2. The student will receive adequate training and orientation.
3. The student will receive face-to-face supervision at least once per week by a professional with graduate training in psychology, social work, or a related field.
4. The agency is willing to work with the Internship Coordinator to monitor and evaluate student progress.

3) Enroll in the internship.

Submit the following materials to the Internship Coordinator:

- Completed and signed Petition to Enroll in Internship form.
- A printout of your student record (unofficial copy from WebSTAC or the Registrar is fine).
- A photocopy of your driver's license (to verify your age).
- Verification of your psychology major status (obtained from Sharon Corcoran, Coordinator for Undergraduate Studies), unless your major is clearly indicated on your student record.

The Internship Coordinator will register you for PSY 225; you cannot register yourself for the course. Under no conditions will Petitions to Enroll in Internship be accepted after the University's deadline for adding a course in a given semester. This deadline usually occurs about two weeks after the first day of classes in each semester and is designated in the Course Listings calendar as the last day to add a course.

4) Complete the internship.

When you bring your enrollment materials to the Internship Coordinator, you will discuss how frequently you will meet or communicate with the Coordinator during the semester and what writing assignments will be required. The writing assignments are designed to encourage you to integrate your academic knowledge of psychology with the experience you are having at your internship. For instance, a weekly journal might be maintained.

During the internship your supervisor will provide regular and direct supervision. These supervisory sessions are mandatory and should be taken seriously. Failure to meet as requested

by your supervisor or failure to respond favorably to your supervisor's recommendations may result in a grade of No Credit for the internship.

At the conclusion of the internship, send in to the Internship Coordinator (by e-mail):

- A log of your hours at the site, totaling 150 hours.
- Your written assignment.
- The internship evaluation form that the Internship Coordinator will send you.

Once you have turned in all the required materials, the Internship Coordinator will assign you a final Credit/No Credit grade.

Other Technical Details

- PSY 225 can be taken only once.
- PSY 225 can be taken only for 3 credits, and students must work at least 150 hours at the site.
- PSY 225 is only offered on a Credit/No Credit basis.

**If you have questions about the internship program,
contact the Internship Coordinator:**

**Dr. Brian Carpenter
Internship Coordinator
Psychology Building
Room 235G
phone: (314) 935-8212
fax: (314) 935-7588
bcarpenter@wust.edu**

Approved Internship Agencies

Internship agencies are categorized according to the services they provide and the clients they serve. Current internships fall under the following categories:

Developmental	Providing services related to developmental disabilities, impairments in functioning, or frailty; may involve work with children, adults, or seniors.
Legal/Criminal Justice	Working with crime victims or criminals in rehabilitation.
Mental Health	Working with clients who are dealing with a range of mental health issues, including crisis adjustment and chronic mental illness.
Medical	Providing services in a range of health care organizations to individuals dealing with acute or chronic illness; may involve work with children, adults, or seniors.

DEVELOPMENTAL

AGENCY	CONTACT.	TYPE OF ACTIVITY/ POPULATION SERVED	SPECIAL AGENCY REQUIREMENTS
Kids' Place 6901 Washington Avenue University City, MO 63130 http://www.kidsplace-stl.org/	Lynda Wolpert, MSW Executive Director (314) 863-8055 lwolpert@kidsplace-stl.org	Children grades K-5. Providerafter-school literacy and educational assistance to children with learning disabilities or risk factors for educational challenge. Includes extensive 1-on-1 work with students and occasional staff meetings.	2-hour orientation and background check conducted by agency. Program hours: Mon/Wed 3:30pm-5:30pm Tue/Thur 3:30pm-7:30pm.
Life Skills Foundation 609 North & South Road St. Louis, MO 63132	Rochelle Huff (314) 567-7705	Adults with "non-profound" mental retardation (i.e., I.Q.'s between 25 and 75).	A general knowledge of behavior therapy and behavior management is preferred. Students will take part in current internal agency training but no training prior to beginning work is required.
St. Louis ARC 1816 Lackland Hill Parkway Suite 200 St. Louis, MO 63146	Sharon Spurlock Coordinator of Volunteers (314) 569-2211 x222 sspurloc@slarc.org	Developmentally disabled (infancy through adulthood and aged). Major populations are mentally retarded, autistic, and neurologically impaired.	Some training required but training varies by student's assignment.
St. Louis County Office of Family and Community Services 121 S. Meramec 3 rd Floor Clayton, MO 63105	Rosemary Terranova Director, Family and Community Services 615-4452 rterranova@stlouisco.com	Case management services for children, senior citizens, and military veterans. Students will learn to assess the needs of clients and triage them to providers who can help with their specific difficulties.	Students must possess good interpersonal skills with aged individuals.
St. Louis Crisis Nursery 6150 Oakland Ave. St. Louis, MO 63139	Emily Johnson (314) 768-3201 emily@crisisnurserykids.com	Children ages 0-10 years, and their families.	Crisis intervention, respite care, family support.
Midwest Adult Autism Project (MAAP) 11786 Westline Industrial Dr. St. Louis, MO 63146	Melissa McKaig (314) 983-9230	Work one-on-one with adults who have autism, teaching communication, self-care, and life skills. Opportunity to interact with multidisciplinary team of providers (e.g., occupational and physical therapy, social work).	Experience in applied behavior analysis welcome but not necessary. Note: Available Spring 2011.

LEGAL/CRIMINAL JUSTICE

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	SPECIAL AGENCY REQUIREMENTS
Crime Victim Advocacy Center 539 N. Grand Blvd., Suite 400 St. Louis, MO 63103	Peggy Tyson Director of Clinical Services (314) 289-5651 peggy@supportvictims.org	Assist crime victims in person and on the telephone by identifying needs and developing a services plan. Connect victims with community resources. Provide emotional support, crisis intervention, and information about victims rights.	18+ years of age; never been convicted of a felony. Minimum 2 days/week, 4 hrs/day.
Legal Advocates for Abused Women P.O. Box 15737 St. Louis, MO 63110	Lina Schimmel Volunteer Coordinator (314) 535-0884	Women suffering from abusive relationships. Interns provide crisis intervention & support; personal advocacy; attend court hearings.	18+ years of age; pass background check. 2 semester requirement.
Citizen Deputy Juvenile Officer Program St. Louis County Juvenile Court 501 S. Brentwood Blvd. Clayton, MO 63105	Kim Moeckel CDJO Program Coordinator (314) 615-8443	After training, student will be sworn in as a citizen deputy juvenile officer (CDJO). CDJO's perform case management for adolescents 12-17 years of age who are juvenile court involved, mostly in detention (intake work, supervision, counseling).	Must be 21 years of age. Must provide 6 references and pass county, state, and federal records check. 6 weeks training required. A 2-semester commitment is ordinarily required.
Victims Assistance Division (St. Charles County) 300 N. Second St., Suite 601 St. Charles, MO 63301-5415	Amalyn Gerard Volunteer Coordinator (636) 949-7900 extension 5811	Victims dealing with the aftermath of crime. Victim advocacy, including interviewing, courtroom preparation and escort, follow-up services.	None
Victim Services Unit St. Louis (City) Circuit Attorney's Office 1114 Market Street St. Louis, MO 63101	Malika Poindexter Volunteer Coordinator (314) 622-4373 poindexter@stlouiscity.org	Assist crime victims in city of St. Louis, including telephone work with victims, court escorting, managing resource referrals.	Minimum of 2 semesters
Project Re-Connect Provident, Inc. 2650 Olive Street St. Louis, MO 63103	Sheila L. Bratton, MA Program Case Manager (314) 802-2642 sbratton@providentstl.org	Assist ex-offender men who are transitioning back into the community. Intern works directly with clients to assess needs and progress, observe support groups (e.g., sex offender group, domestic violence), research community resources for clients, attend staff meetings.	Must pass background check and emotional intelligence assessment.

<p>Forensic Assessment and Evaluation Psychological Service Center Washington University Suite 100 7 North Jackson Clayton, MO 63105</p>	<p>Jim Reid, Ph.D. 935-6556 jdreid@wustl.edu</p>	<p>Duties include assisting Forensic Psychologist in conducting reviews of medical, psychiatric, and psychological records; scoring psychological tests in criminal and civil forensic cases; conducting literature reviews of DSM-IV-TR diagnostic criteria; editing forensic psychological reports; and assisting in preparation for trial testimony.</p>	
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MENTAL HEALTH

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	REQUIREMENTS
St. Louis Psychiatric Center 5351 Delmar Blvd St. Louis, MO 63112	June Jones Director of Volunteer Services (314) 877-0773	Acute, in-patient care (< 30 days) of adults in psychiatric & psychological treatment. Interact with patients and observe various therapeutic activities. Opportunities for guided activity in ongoing research projects.	None.
Queen of Peace Center 325 N. Newstead St. Louis, MO 63108	Lee Burnett CSTAR Program Manager (314) 531-0511 x126 lburnett@ccstl.org	Casework with adults who exhibit substance abuse and/or psychological difficulties.	Preference for some developmental psychology coursework.
ALIVE (Alternatives to Living in Violent Environments) P. O. Box 11201 St. Louis, MO 63105	Jennifer Gadsby, MSW (314) 993-7080 alivevolunteers@hotmail.com	Adults (primarily women) who are victims of violent living environments. Interns provide client advocacy, answer crisis calls, conduct intake assessments, and cofacilitate support groups.	None.
RAVEN (Rape and Violence End Now) 3960 Lindell Blvd. Suite 110 St. Louis, MO 63108	Veronica Ronny Johnson Staff Coordinator (314) 645-2075	Men with a history of violence against women. Interns assist with intake, co-facilitate groups, and participate in exit activities.	None.
Places for People, Inc. 4130 Lindell Blvd. St. Louis, MO 63108	Scott Bayliff Associate Director (314) 535-7460	Agency provides support and services to clients with major mental illness to help them live independently. Interns interact directly with clients in service provision (e.g., assistance finding housing, establishing and meeting life goals, money management, crisis intervention).	None.
St. Louis Regional Sexual Assault Center 140 Brentwood Blvd. St. Louis, MO 63105	Cindy Malott Crisis Intervention Supervisor (314) 726-6665, ext. 15	Agency provides emotional and resource support to victims of sexual assault and abuse. Interns assist rape victims in Emergency Rooms at area hospitals.	<ul style="list-style-type: none"> - 48 hours of training. - ~8 hrs/week in the office providing continuation support and services to victims. - 2, 8-hr on-call shifts per week to respond to ER calls (2 hrs of which count toward your semester hours). - Attend weekly staff meetings. - May shadow supervisor during

			court advocacy proceedings.
Life Crisis Services 2650 Olive Street St. Louis, MO 63103	Ellen Reynolds Volunteer & Practicum Coordinator (314) 446-2841	Suicide prevention and crisis hotline. Extensive training and supervision are provided at the beginning of the semester, followed by supervised time on the hotline, offering crisis support and information referrals.	None.

MEDICAL

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	SPECIAL AGENCY REQUIREMENTS
American Red Cross St. Louis, MO	Mary Rosen 314-516-2876 mrosent@redcrossstl.org	Providing HIV/AIDS education to patients newly diagnosed; conducting education sessions to international citizens regarding vaccinations; disaster casework (when needed).	Other opportunities may be available at Red Cross sites in others cities.
Center for Head Injury Services 11664 Lilburn Park Rd. St. Louis, MO 63146	Francesca Abernathy (314) 983-9230	Clients in prevocational rehabilitation for head injuries. Assist with programming with clients, including 1:1 work and developing task analyses for training.	None.
Planned Parenthood/ Reproductive Health Services 4241 Forest Park Ave. St. Louis, MO 63108	Sharon Tobin, MSW (314) 531-7526 sharontobin@plannedparenthood.org	Women seeking family planning decisions. Precounseling activities with clients, and legislative advocacy work.	Interns must be women. Selection of intern requires intern to observe program activities.
Gateway Area Chapter National Multiple Sclerosis Society 1867 Lackland Hill St. Louis, MO 63146	Emily Jokerst Volunteer Coordinator (314) 446-4182 emily.jokerst@gatewaymsociety.org	Developing, implementing, documenting services to individuals with multiple sclerosis.	Requires past training. May require more than one semester, depending on agency needs at the time.
St. Louis County Department of Health 111 S. Meramec Clayton, MO 63105	Stacey Ruffin-Buchanan, MA Public Health Volunteer & Internship Program Coordinator (314) 615-6409 sruffin@stlouisco.com	Work on a variety of programs focused on public health, including environmental health protection, communicable disease control, public health administration, and medical and research services. http://www.stlouisco.com/HealthandWellness/AboutYourHealthDepartment/InternshipProgram	None.

SECTION IV: SUMMARY OF REQUIREMENTS

I. Review the prerequisites for enrolling in PSY 225:

- At least 18 years of age (or older, if required by your agency);
- Junior or senior status, with at least 60 completed credits;
- declared Psychology major;
- at least 15 completed credits in Psychology, with a grade of C- or better in each class;
- minimum overall GPA of 2.50.

Note that Internship in Psychology (PSY 225) is a 3-unit class, for which you may enroll only once and which must be taken on a Credit/No Credit basis.

II. Checklist:

- Complete Sections I and II on the reverse side.
- Have the agency's contact person complete Section III.
- Get a printout of your student record (available from WebSTAC or the Registrar).
- Photocopy your driver's license.
- Get verification of your psychology major status, if that's not apparent on your student record.
- Bring all these materials to the Internship Coordinator.

SECTION V: SIGNATURES

I understand the prerequisites and requirements for PSY 225, Internship in Psychology.

Student's Signature _____ Date _____

The student above is eligible to participate in an internship.

Wash U Internship Coordinator's Signature _____ Date _____