

*Guide to Internships in Psychology*

**Department of Psychological & Brain Sciences**

**Washington University**

Revised August 2018

## ***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. Internships are possible in either the fall or spring semester each academic year.

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 Department of Psychological & Brain Sciences 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 Department of Psychological & Brain Science's approved sites or propose your own organization in St. Louis or elsewhere (if you plan to return home for the summer, for instance). 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 and the work you would be doing. The Coordinator will review that information and decide whether the internship meets the Department of Psychological & Brain Science's standards. Approval is required before you start the internship, and in no case is credit given retroactively for summer internships. Note that, 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. Be sure that will work with your fall registration credits.

## *The Mechanics*

### **1) Make sure you meet all the prerequisites.**

- You are at least 18 years old.
- You have completed at least 60 units of college credit.
- You have declared psychology as your major. Please note that PNP majors are not eligible to register for Psy 225. Please speak with a faculty representative in the PNP program to arrange an internship through that 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 Department of Psychological & Brain Science or Internship Coordinator.

### **2) Select an internship organization.**

Basic information on the internship sites that are currently approved by the Department of Psychological & Brain Science 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. If you discover that contact information at the site is no longer current, please let the Internship Coordinator, Dr. Carpenter ([bcarpenter@wustl.edu](mailto:bcarpenter@wustl.edu)) know. It may take several days before you hear back from the contact person; they are busy people. If you don't hear back after a week, try again, and try both email and telephone. They will get back to you eventually.

Before you meet or talk 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 talk 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 Department of Psychological & Brain Science. 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 Department of Psychological & Brain Science'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.

Below are links to two websites that can help you explore agencies in St. Louis and nationwide that may have volunteer opportunities for you.

<http://communityservice.wustl.edu>

<http://www.volunteermatch.org>

### **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 Shelley Kohlman, Coordinator for Undergraduate Studies), unless your major is 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'll discuss how frequently you'll meet or communicate with the Coordinator during the semester and what writing assignments will be required, typically a journal of your weekly experiences. You must work at least 150 hours during the course of your internship

During the internship your supervisor on site 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 weekly journal.
- The internship evaluation 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.

...can be taken only for 3 credits.

...is only offered on a Credit/No Credit basis.

...can only be undertaken when students receive no compensation for their work.

...is only available to majors in Psychological & Brain Sciences. PNP majors are not eligible for this internship.

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

**Dr. Brian Carpenter**  
**Psychology Building**  
**Room 235G**  
**phone: (314) 935-8212**  
**[bcarpenter@wustl.edu](mailto:bcarpenter@wustl.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:

<b>Developmental</b>	Providing services related to developmental disabilities, impairments in functioning, or frailty; may involve work with children, adults, or seniors.
<b>Legal/Criminal Justice</b>	Working with community conflict mediation services, crime victims, criminals in rehabilitation, or in forensic psychology.
<b>Mental Health</b>	Working with clients who are dealing with a range of mental health issues, including crisis adjustment and chronic mental illness.
<b>Medical</b>	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
<b>Kids' Place</b> 6901 Washington Avenue University City, MO 63130 <a href="http://www.kidsplace-stl.org/">http://www.kidsplace-stl.org/</a>	Lynda Wolpert, MSW Executive Director (314) 863-8055 <a href="mailto:lwolpert@kidsplace-stl.org">lwolpert@kidsplace-stl.org</a>	Children grades K-5. Provide after-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.
<b>Life Skills Foundation</b> 609 North & South Road St. Louis, MO 63132	Emily Simon (314) 567-7705	Volunteer with adults who have developmental disabilities	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.
<b>St. Louis ARC</b> 1816 Lackland Hill Parkway Suite 200 St. Louis, MO 63146	Sharon Spurlock Coordinator of Volunteers (314) 569-2211 x222 <a href="mailto:sspurloc@slarc.org">sspurloc@slarc.org</a>	Developmentally disabled (infancy through adulthood and aged). Work is primarily with people who have developmental disabilities, autism spectrum disorders, or are neurologically impaired.	Some training required but training varies by student's assignment.
<b>St. Louis Crisis Nursery</b> <a href="http://crisisnurserykids.org/">http://crisisnurserykids.org/</a> 6150 Oakland Ave. St. Louis, MO 63139	Rachel Crowe, MSW, LMSW (314) 292-5770 <a href="mailto:Rachel@crisisnurserykids.org">Rachel@crisisnurserykids.org</a>	The mission of this organization is to prevent child abuse and neglect by providing short-term, emergency shelter for children, birth through age 12, whose families are faced with emergencies or who are in crisis. Families can bring their children to a nursery site, where they receive 24-hour care by trained professionals. Interns assist staff by providing physical and emotional support to the children (depending on their age) and participating in activities with them. A list of responsibilities are here: <a href="http://crisisnurserykids.org/get-involved/volunteer-opportunities">http://crisisnurserykids.org/get-involved/volunteer-opportunities</a>	Application details are available here: <a href="http://crisisnurserykids.org/careers/practicum-opportunities">http://crisisnurserykids.org/careers/practicum-opportunities</a>

## LEGAL/CRIMINAL JUSTICE

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	SPECIAL AGENCY REQUIREMENTS OR ADDITIONAL INFORMATION
<p><b>Community Mediation Services of St. Louis</b> 3752 Giles Ave. St. Louis, MO 63116</p> <p><a href="http://mediationstl.org/">http://mediationstl.org/</a></p>	<p>John Doggette Executive Director (314) 533-3550 <a href="mailto:info@mediationstl.org">info@mediationstl.org</a></p>	<p>This agency helps parties address their conflicts by providing professionally trained mediators to listen to the parties and facilitate a conversation process that helps parties identify needs and find solutions. Mediations typically involve police-citizen, neighbor, and family conflicts. Interns receive 40 hours of mediation training and then assist with coordinating and conducting mediations. Weekly supervision is provided by the Executive Director.</p>	<p>This agency does not have a permanent office space, but rather, interns meet with the supervisor directly for training and mediations and work independently via e-mail and telephone on other tasks.</p>
<p><b>St. Louis County Domestic Violence Court</b> 105 South Central Avenue Clayton, MO 63105</p>	<p>Deanna Rhodes Domestic Violence Court Volunteer Coordinator (314) 615-4658 <a href="mailto:deanna.rhodes@courts.mo.gov">deanna.rhodes@courts.mo.gov</a></p>	<p>Crisis intervention and court advocacy support for domestic violence victims. Help clients obtain orders of protection, develop safety plans, connect with community resources, and learn about court procedures for their case. Court is most active on Mondays and Thursdays, though client follow up takes place throughout the week. Training and supervision are provided by licensed mental health professionals. Excellent opportunity for students interested in the intersection of forensics and social services.</p>	<p>Students who pursue 1 semester for internship credit will receive extensive training and observe/shadow more experienced volunteers and staff as they assist clients. Students who stay on a second semester will get more independent responsibilities assisting clients directly. Credit for the second semester can be obtained through the Wash U Career Center, or students can continue as volunteers.</p>



## LEGAL/CRIMINAL JUSTICE

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	SPECIAL AGENCY REQUIREMENTS OR ADDITIONAL INFORMATION
<b>Crime Victim Advocacy Center</b> 539 N. Grand Blvd., Suite 400 St. Louis, MO 63103	Christine Hustedde, MSW Vice President of Development and Operations (314) 289-5662 <a href="mailto:christine@supportvictims.org">christine@supportvictims.org</a>	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. Domestic violence program involves helping women suffering from abusive relationships. Interns provide crisis intervention & support; personal advocacy; attend court hearings.	18+ years of age; pass background check. Minimum 2 days/week, 4 hrs/day. 2 semester requirement if interested in working in the area of domestic violence; 1 semester for general crime.
<b>Citizen Deputy Juvenile Officer Program</b> <b>St. Louis County Juvenile Court</b> 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.
<b>Victim Services Unit</b> St. Louis (City) Circuit Attorney's Office 1114 Market Street, 4 <sup>th</sup> Fl St. Louis, MO 63101	Malika Poindexter Volunteer Coordinator (314) 622-4373 <a href="mailto:poindexterm@stlouiscao.org">poindexterm@stlouiscao.org</a>	Assist crime victims in city of St. Louis, including telephone work with victims, court escorting, managing resource referrals.	Minimum of 2 semesters
<b>Forensic Assessment and Evaluation</b> Psychological Service Center Washington University Suite 100 7 North Jackson Clayton, MO 63105	Jim Reid, Ph.D. <a href="mailto:dr.jamesreid@gmail.com">dr.jamesreid@gmail.com</a>	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.	

## MENTAL HEALTH

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	REQUIREMENTS
<p><b>Care and Counseling</b> Has several locations around the St. Louis metro area</p> <p><a href="http://careandcounseling.org/">http://careandcounseling.org/</a></p>	<p>Debbie Pearl Clinical Director (314) 878-4340</p>	<p>Provides individual, family, couples, and group therapy and pastoral counseling for individuals with a range of psychological issues. Services are provided to children, adults, and families.</p> <p>Interns:</p> <ul style="list-style-type: none"> <li>• conduct telephone intakes with new clients</li> <li>• interpret intake data and enter into a database</li> <li>• attend weekly case conference and consultation meetings to plan client treatments</li> <li>• biweekly individual supervision</li> <li>• locating resources for center's blog</li> <li>• observe support groups and outreach efforts</li> <li>• learn about the psychotherapy process and outcomes</li> </ul> <p>Offers training flexibility based on individual student interests.</p>	<p>None specified.</p>
<p><b>Missouri Eating Disorders Association</b></p>	<p><a href="mailto:lisa@moeatingdisorders.org">lisa@moeatingdisorders.org</a></p>	<p>Nonprofit education and advocacy organization focused on eating disorders. Interns could be involved in the development and delivery of an eating disorders curriculum in schools and with professionals.</p>	<p>None.</p>
<p><b>Queen of Peace Center</b> 325 N. Newstead St. Louis, MO 63108</p>	<p>Margo Madison-Adams <a href="mailto:mmadams@ccstl.org">mmadams@ccstl.org</a> (314) 531-0511 ext. 118</p> <p>Rosie Dickens <a href="mailto:rdickens@ccstl.org">rdickens@ccstl.org</a> (314) 531-0511 ext. 203</p>	<p>Case management, group education, group therapies, treatment plan development, and treatment plan review. Clients include children, adolescents, and families.</p>	<p>Preference for some developmental psychology coursework.</p>
<p><b>ALIVE (Alternatives to Living in Violent Environments)</b> P. O. Box 11201 St. Louis, MO 63105</p>	<p>Jennifer Gadsby, MSW (314) 993-7080 <a href="mailto:jgadsby@alivestl.org">jgadsby@alivestl.org</a></p>	<p>Adults (primarily women) who are victims of violent living environments. Interns provide client advocacy, answer crisis calls, conduct intake</p>	<p>None.</p>

## MENTAL HEALTH

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	REQUIREMENTS
		assessments, and cofacilitate support groups.	
<b>Places for People, Inc.</b> 4130 Lindell Blvd. St. Louis, MO 63108	Jen May Training and Volunteer Director (314) 535-5600, ext. 211 <a href="https://www.placesforpeople.org/volunteer/">https://www.placesforpeople.org/volunteer/</a>	Agency provides 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.
<b>Psychological Service Center (PSC)</b>	Erin Lawton, PhD Director (314) 935-4642	Outpatient psychotherapy for children and adults with a range of psychological issues (e.g., depression, anxiety, etc.). Interns assist by conducting intake interviews by telephone to determine clinic eligibility. Also coordinate screening records. Opportunities to observe clinical assessments and clinical supervision.	- Orientation at the start of the semester.
<b>St. Louis Regional Sexual Assault Center</b> 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"> <li>- 48 hours of training.</li> <li>- ~8 hrs/week in the office providing continuation support and services to victims.</li> <li>- 2, 8-hr on-call shifts per week to respond to ER calls (2 hrs of which count toward your semester hours).</li> <li>- Attend weekly staff meetings.</li> <li>- May shadow supervisor during court advocacy proceedings.</li> </ul>

## MENTAL HEALTH

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	REQUIREMENTS
<b>Safe Connections</b> 2165 Hampton Avenue Saint Louis, Missouri 63139	Katie Flaschar Volunteer and Outreach Coordinator (314) 646-7500 x123 <a href="mailto:katie@safeconnections.org">katie@safeconnections.org</a>	Agency provides resources and comprehensive programs addressing domestic and sexual violence. The organization strives to reduce the impact and incidence of relationship violence and sexual assault through education, crisis intervention, counseling and support services. Interns learn about the dynamics of domestic and sexual violence and trauma, assist with crisis intervention and assessment, participate in counseling and group facilitation with adolescents and adults, and work on prevention education with youth.	Interviews are held early in the semester <i>prior</i> to when you would want to start your internship, so contact the Volunteer Coordinator early.
<b>Life Crisis Services</b> 2650 Olive Street St. Louis, MO 63103	Oliver Clark Volunteer & Practicum Coordinator (314) 446-2841 <a href="mailto:oclark@providentstl.org">oclark@providentstl.org</a>	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.
<b>Achievement Unlimited</b>	Angela Craven Program Director (314) 443-7409 <a href="mailto:acraven@bestabilities.com">acraven@bestabilities.com</a>	Specialized day program for adults with developmental disabilities. Work with individuals to help decrease maladaptive behaviors and learn new skills. Emphasis on vocational development and community involvement and seek to provide individuals with opportunities to make meaningful contributions to their community while learning job skills. Interns refine their clinical and assessment skills in psychology by working directly with clients in one on one and group settings. Interns would receive ongoing training from behavior analysts, occupational therapists, and speech therapists and may have the opportunity to	Call to confirm they are currently taking students.

## MENTAL HEALTH

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	REQUIREMENTS
		focus their concentration in one of these areas of clinical focus, based on intern interest.	
<b>Alzheimer's Association</b>	Pam Gordon Director of Volunteer Services 9370 Olive Blvd. St. Louis, MO 63132 (314) 801-0420 pgordon@alz.org	This organization provides help and support to people with memory loss and to their family members. Depending on level of experience and interests, interns can become involved in several different activities, such as facilitating support groups, conducting assessments with people who are interested in programs, helping volunteers provide telephone support, and teaching segments of classes for people living with memory loss and their family members.	Students will need to have transportation to get to the office in Creve Coeur.  To pursue this option, complete the <a href="#">online application form</a> and then contact Ms. Gordon

## MEDICAL

AGENCY	CONTACT	TYPE OF ACTIVITY/ POPULATION SERVED	SPECIAL AGENCY REQUIREMENTS
<b>American Red Cross</b> <b>St. Louis, MO</b>	Mary Rosen 314-516-2876 <a href="mailto:mrosent@redcrossstl.org">mrosent@redcrossstl.org</a>	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.
<b>Center for Head Injury Services</b> 11664 Lilburn Park Rd. St. Louis, MO 63146	Michele Myer (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.
<b>Children's Hospital of St. Louis</b> Child Life Services  <a href="http://www.stlouischildrens.org/our-services/family-services/child-life-services">http://www.stlouischildrens.org/our-services/family-services/child-life-services</a>	Becky Moss (314) 454-4147  When contacting, mention interest in the Practicum.	The Child Life Services department works with patients and families to develop ways to cope with fear, anxiety, and separation from friends and family by using play, music, art, recreation and education techniques. Interns shadow Child Life Specialists as they work with children and their families in the hospital.	Previous volunteer experience in a hospital setting or with children who have disabilities is recommended.
<b>Planned Parenthood/ Reproductive Health Services</b> 4241 Forest Park Ave. St. Louis, MO 63108	Sharon Tobin, MSW (314) 531-7526 <a href="mailto:sharontobin@plannedparenthood.org">sharontobin@plannedparenthood.org</a>	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.
<b>Gateway Area Chapter National Multiple Sclerosis Society</b> 1867 Lackland Hill St. Louis, MO 63146	Emily Martin Volunteer Coordinator (314) 446-4182 <a href="mailto:emily.martin@nmss.org">emily.martin@nmss.org</a>	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.
<b>St. Louis County Department of Health</b> 111 S. Meramec Clayton, MO 63105	Stacey Ruffin-Buchanan, MA Public Health Volunteer & Internship Program Coordinator (314) 615-6409 <a href="mailto:sruffin@stlouisco.com">sruffin@stlouisco.com</a>	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.  <a href="http://www.stlouisco.com/HealthandWellness/AboutYourHealthDepartment/InternshipProgram">http://www.stlouisco.com/HealthandWellness/AboutYourHealthDepartment/InternshipProgram</a>	None.

## Petition to Enroll in Internship in Psychology (PSY 225)

### SECTION I: STUDENT INFORMATION

Student Name \_\_\_\_\_ ID # \_\_\_\_\_  
                                    Last                                    First                                    Middle

Address \_\_\_\_\_  
                                    Street                                    City                                    State                                    Zip

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### SECTION II: COURSE INFORMATION

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Anticipated beginning date at site \_\_\_\_\_ Anticipated ending date \_\_\_\_\_

### SECTION III: AGENCY APPROVAL

Agency officials: Please do not sign this form authorizing internship at your agency if:

- a. you are signing for work already completed by the student or for work that is significantly underway;
- b. the student is an employee at your agency; or
- c. your agency cannot cooperate with Washington University in monitoring the student's progress by providing supervision, evaluations, and certifications of completed work to the Internship Coordinator.

Agency Name \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and qualifications of primary supervisor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*form continues on next page*

**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);
- 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.

\_\_\_\_\_  
Washington University Internship Coordinator’s Signature

\_\_\_\_\_  
Date