

**Cleveland State University, Fall Semester 2019**  
**Psychology 391: Internship Experience**  
**(1.0-4.0 credit hours; Pass/Fail)**

**Class Time/Days/Location:** TBA

**Prerequisite:** Student must be a psychology major with a cumulative GPA of 2.0 or higher.

**Instructor:** Varies by student

**Required Text:** None

**Course Description:**

PSY 391 provides students an internship experience in partnership with the Department of Psychology at Cleveland State University and a relevant outside entity, agreed upon by a representative psychology faculty member, supervisor at the internship work site, and the student. Goals for the internship experience will be outlined, as well as the psychological relevance of the work activities, prior to registering for this course. Expected work hours are based on the number of credits registered (1 credit hour = 3 hours of work per week). A faculty supervisor will formally approve the internship, which will then be reviewed by the Department of Psychology Undergraduate Program Committee to ensure compliance with all internship objectives. Depending on the nature of the internship, students may need to provide the results of a background check or other criteria.

**Criteria/Process for Internship Application:**

1. The student proposes an internship site/experience and requests the number of credit hours desired. As part of the above, the student:
  - a. Lists the general goals/objectives for the internship, and describes the specific activities anticipated for the internship experience.
  - b. Describes how the internship activities relate to psychological knowledge and skills.
  - c. Describes how the internship will be relevant to (potential) future employment settings.
  - d. Provides the names of the site supervisor and faculty supervisor.
2. The identified site supervisor must agree to participate in the internship process.
  - a. The site supervisor's role in the internship must be clearly defined. This includes the supervisor's anticipated interactions with the intern and the anticipated schedule of meetings with the intern (brief weekly meetings, and brief mid-semester and end-of-semester evaluations of the intern, are strongly suggested).
  - b. The internship site must be able to provide the resources, equipment, and facilities necessary to support the learning objectives/goals of the internship. The site supervisor must agree that such necessary resources will be provided at the site.
3. A Psychology Department faculty member is identified, agrees to participate as the faculty supervisor, and provides approval of the internship.
  - a. The faculty supervisor's role must be significant and clearly defined in the internship application.
4. In terms of the student's course grade, the evaluation criteria utilized must be explicitly described, including how the faculty and site supervisors' evaluations will be weighted in determining the student's final grade.

5. An agreement outlining each of the above elements is signed by the student, faculty supervisor, and site supervisor and is distributed to the same.
6. The Undergraduate Psychology Committee (UPC) at CSU will also review the internship application to ensure the appropriateness of the internship and its activities, goals, etc.

**Criteria/Process for Approval of Internship Completion:**

1. As part of the internship experience, the student intern submits one report each week to the faculty supervisor. This report describes the work done that week and how that work met the goals/objectives of the internship (psychological relevance, relevance to future work settings, etc.). The faculty supervisor approves and retains such reports.
2. The student submits a final paper to the faculty advisor summarizing what was learned via the internship and how such learning applies to the stated goals/objectives of the internship (including psychological relevance and applicability to future work settings). The faculty supervisor approves and retains the final paper.
3. The student provides to the faculty supervisor the schedule of meetings the intern had with the site supervisor.
4. The site supervisor provides a mid-semester and final report to the faculty advisor. Such reports can be brief and may consist of a Likert-type rating form developed by the UPC and/or faculty advisor. The mid-semester and final evaluations of the intern by the site supervisor are provided to the faculty supervisor.
5. The faculty supervisor reviews and approves each of the above before entering course credit for the student. Grades of “Pass” or “Fail” are used for final course grades.
6. The faculty supervisor provides the above materials to the UPC for review. The UPC review is done primarily to help ensure the internship and its activities were appropriate to the goals of the internship course.