Guidelines for Securing an Internship  
(Psychology 398F: Practicum/Fieldwork/Internship)

We are excited that you wish to pursue an internship for psychology credits! The following steps will help to ensure that you get everything done properly:

1) A visit to the Field Experiences Office (Career Services – 511 Goodell) for a “Welcome Session” during the semester PRIOR to your internship is essential. These sessions are held every Monday and Thursday afternoon beginning in October (during the fall semester) and March (during the spring semester). At this session you will:
   • Learn how to navigate the internship postings website that contains listings of thousands of internship possibilities
   • Receive information on writing a resume and cover letter
   • Learn how to apply online for internships

2) Attend the Psychology Department’s Internship Workshop in the semester before you wish to complete an internship (or earlier). At this session you will:
   • Learn about the procedures for applying for internships to receive psychology credits
   • Hear about various internship placements that previous psychology majors have successfully completed
   • Hear from psychology majors about their internship experiences
   • Hear from the Career Services Rep. about all that the center has to offer

3) You will have to secure a Faculty Sponsor (a full time faculty member in the Psychology Department) for your internship.
   • To determine who might serve as a good sponsor, you can read about each faculty member’s research, clinical and teaching interests at: http://psych.umass.edu/directory/faculty_directory/ Just click on a faculty member’s name and learn what they do.
   • Be prepared when you contact your potential faculty supervisor. Have some ideas for internship sites, and bring your resume when you meet with them.
   • Be sure to fully discuss the “academic” portion of your internship. That is, you and your faculty sponsor must agree to the requirements for successful completion of your internship (e.g. research paper; journal).

4) Be sure to follow the guidelines on the contract sheet when writing your proposal.
   • Always have your faculty sponsor review your proposal before you submit your internship application.

4) Understand the hours worked – credits earned guidelines.
   • For the fall and spring semesters, to earn one academic credit, you must work 3 hours per week at your internship site (Winter and summer sessions require more hours per week).
   • Example: 3 credits = 9 hours per week at internship site
   • You must specify how many credits you intend to earn on the 398F form.

6) Make sure that you have properly completed all of the procedures listed on the contract.
   • Read all the “fine print” before you sign the forms
   • Get all the appropriate signatures in the order that they are listed
   • Adhere to all deadlines!

And most of all – learn a lot and enjoy your internship experience!!