

APPLICATION FOR PRACTICUM

Dear Psychology Student:

Students seeking approval of internships for academic credit must develop a learning plan which allows them to create connections between academic concepts and the internship experience. Academic credit is not given for experience alone. You must provide the following:

- A. A Job/Project Description outlining the responsibilities and activities of the Internship.
- B. A statement of Student Learning Goals for the Internship.
- C. An Academic Learning Agreement outlining how you will link your academic and internship work experience, and the academic responsibilities agreed upon by both the student and the faculty supervisor.
- D. An Internship Review indicating the extent to which the Internship experience fulfilled the learning goals specified.

The creation of this application is part of the learning process. It is your responsibility to develop the learning plan and your faculty supervisor and internship site supervisor can help with this process.

ELIGIBILITY REQUIREMENTS: As you consider the possibility of applying for an internship, consult with your faculty supervisor to be certain you meet the following academic and professional eligibility requirements. You must:

- Maintain good standing at the college (3.0 GPA) and have Junior or Senior Status
- Officially declare a major with a minimum of 5 major courses completed
- Have a record of behaviors which ensure that you will represent the College well as a young professional. This includes:
 - Punctuality: getting to class on time and keeping scheduled appointments
 - Responsibility: following through on commitments, honoring deadlines and due dates.
 - Maturity: exhibiting mature behavior and attitudes in and out of class and showing interest in and knowledge about issues and occurrences in the field in which the Internship will take place.

Application and Approval Process

You must submit a completed application that is typed/word processed with all the appropriate information, documentation and signatures to your faculty supervisor.

The deadline dates for submission of Internship applications to the supervisor are **ONE WEEK PRIOR** to the start of classes for the semester in which the Internship is requested. If approved, the student will be registered for the Internship during the first week of classes.

Release of Student Grade

At the conclusion of the Internship, you will complete a written response indicating the extent to which you were able to meet each of the learning goals. This must be submitted to your faculty supervisor before a grade can be released.

Application for Internship/Practicum: College of Arts and Sciences

The completion of Parts A-C of this application by the student requires collaboration between the student, faculty and site supervisor. This is part of the learning process. Part D is due at the conclusion of the Internship and is the student's responsibility.

The student, in collaboration with the faculty member, should create a typed/word processed document with a separate section and heading for each requirement (A-C) listed below. A typical document is two to three pages.

PART A: Internship job/project description

It is important that the student, faculty and site supervisor have a clear understanding of the responsibilities and requirements of the internship. This is best accomplished by meeting with the site supervisor to develop, or confirm, expected responsibilities and activities.

Provide a complete description of the internship including the functions/tasks you will perform, the responsibilities you will have, and the projects you will be assigned. Indicate the expected time commitment for the required activities (generally done on a per week basis).

PART B: Student Learning Goals

What do you hope to learn as a function of this experience? What are your learning goals?

PART C: Academic Component and Learning Agreement

In consultation with your faculty supervisor, you must work out a plan for how you will link academic and internship experiences. Agreed upon assignments can include, but are not limited to, related readings with reflective responses, submissions of ongoing progress reports, maintenance of a daily journal and regular meetings with the faculty and/or site supervisor to discuss and analyze the experience.

AT THE CONCLUSION OF THE INTERNSHIP:

PART D: Internship Review

At the conclusion of the Internship the student will complete a written review of the experience and the extent to which s/he was able to meet each of the learning goals. A grade will not be released until this has been completed and delivered (hard copy or email) to the faculty supervisor. The document must indicate the students name, Id Number, and registration semester for the internship. Students who fail to complete this review will receive an incomplete grade (I) and are subject to the policies that govern this grade. Portions of this document will be placed on the department wiki site.

Application for Psychology Practicum

STUDENT INFORMATION

Name _____ ID# _____

Address _____

Email _____ Cell _____

Major/Minor _____ G.P.A. _____ Credit hours already completed _____

If this is NOT your first Canisius Internship experience, provide a brief overview of your previous Internship responsibilities and experience:

FACULTY SPONSOR

Name _____ Email _____

Work and study will be done during the _____ semester Year _____

Internship will begin on _____ and end on _____.

How often during the semester will you meet with the student in a supervisory role: _____

Internship Request is for: _____ credits Course Title/CRN _____

_____ Free Elective (Pass/Fail only) _____ Major/Minor Elective (Standard Letter Grade only)

Internship supervision is: _____ Part of faculty load, no separate compensation
_____ Not a part of faculty load, compensation requested
_____ Other (explain) _____

INTERNSHIP (Site) SUPERVISOR

Name _____ Phone _____

Email _____

Position _____ Organization _____

Student Signature and Date

Faculty Sponsor Signature and Date

Internship Supervisor Signature and Date

Dept Chair Signature and Date