Check-List for Obtaining a Psychology Internship (PSY 499)
(Revised October 2015)

You may take up to 4 units of **PSY 499, Psychology Internship**, per semester, for a grand total of up to 8 units. Internship experience is not currently required for graduation, but it provides invaluable application of your theoretical knowledge, and is often required by graduate programs. Information is available on the Psychology Internship Home Page at sonoma.edu/psychology/internships and on the Psychology Internship Bulletin Board near the Psychology office, Stevenson 3092. You may also contact Dr. Mary Schindler: 707-664-3618 mary.schindler@sonoma.edu.

Don’t leave finding your internship for the last minute! It takes time to find a good placement. Make sure you complete everything on the Check-List below.

**Part A**

1. **Complete at least one of these Psychology Internship Prerequisites**
   - Prior relevant coursework.
   - Prior paid or volunteer psychology-related experience.
   - Currently in a position for which you wish to receive internship credit.

2. **Obtain a current PSY 499 Internship Syllabus**
   - These are available on-line at sonoma.edu/psychology/internships
   - Everything you need to know about course requirements is here.

3. **Obtain a PSY 499 Internship Time Log**
   - Time Logs are available on-line.
   - Your Internship officially begins and ends when the semester begins and ends.
   - See Dr. Lorna Storino regarding internships with different start and end dates.

4. **Set up an approved Internship Placement**
   - A searchable list of Internship Agencies is available on line.
   - Further Internship information is available in the Psychology Office (Stev 3092)
   - Some Internships are listed at sonoma.edu/career/student services/internships
   - Contact potential agencies and complete their interview process to find the best match for you.
   - Contact Dr. Schindler if you wish to set up a new Internship, not in our database.
   - You may receive Internship Credit for your appropriate job, provided you design new professional development goals.

5. **Provide your Supervisor with our Internship Supervisor Letter**
   - This is available on-line.
   - It describes what we request from your Supervisor, and the supervision we provide.

6. **Complete a University Internship Agreement Form**
   - This is your Contract with the agency and SSU, available on line.
   - Complete top section
     - Internship is available for Credit/No Credit only. No letter grades permitted.
     - 45 hours of work, including training, reading, observation, reporting, hands-on activity = 1 unit of credit, up to 180 hours/4 units per semester.
   - Make sure your Weekly Schedule and Semester Total Hours match the units you request.
   - Complete Part A with your on-site Supervisor.
   - Complete Part B based on information from the Information Meeting or PSY 499 Syllabus
   - Put your and your Supervisor’s signatures in appropriate places.

**Part B**

7. Internships currently may go over the 16 unit cap. No Petition needed.
   - Simply submit your Internship Agreement Form for up to 4 units as described here.

8. Submit any other supporting documents with Internship Agreement Form

9. **Return original completed Internship Agreement Form plus 1 copy to Dr. Mary Schindler, Psychology Dept., Stevenson 3092, by the end of the Add/Drop period (2nd week of the semester)**
   - Dr. Schindler will review it and contact you if there are any questions.
   - The department will gather the remaining signatures for you and send this form to Admissions & Records (Fall/Spring) or Extended Education (Summer).
   - YOU CANNOT register on-line.
     - In Fall/Spring you will be automatically registered after submission of this form (Sometimes there is a delay until a few weeks after the end of Add/Drop.)
     - For immediate registration, please write PLEASE EXPEDITE plus the REASON (e.g., Financial Aid, Housing) at top of form.

10. **In the RARE case that you need a few more days, due to Agency personnel delaying things, contact Dr. Mary Schindler**
    - This is ONLY a few days and ONLY in an emergency.

11. **(Optional) Summer Internships.**
    - You may receive credit for a Summer Internship in the Bay Area.
    - Payment is through the Office of Extended Education (Stev 1012).
    - These are arranged on an individualized basis with Dr. Schindler.

12. **Tell Dr. Mary Schindler which Supervision Series you prefer**
    - Provide your 1st and 2nd choice. Earlier notification means you’re more likely to get your 1st choice.
    - If all will work for you, or you do not notify us of your preferences, you will be placed in the smallest section.
    - If you don’t do this you may not get a time that fits your schedule!!!

13. **Check Internship Bulletin Board to confirm your Supervision Group**
    - A list of who is in which Supervision Group will be posted on the Internship Bulletin Board near the Psychology Office approximately the 4th week of class.
    - Write your three meetings in your planner!!!!!!

14. **Bring your Entrance Paper to your first Supervision Meeting**
    - See PSY 499 Syllabus for details.