



PSYC 389 Application Instructions

Experiential Learning in Psychology

These instructions are for applying for course credit related to a psychology-oriented internship in which a student would gain valuable knowledge and practical experience commensurate with in-class work. Student are responsible for arranging the terms of their internship, and an appropriate site employee must agree to supervise your independent study **before** you can apply for course credit.

Please note that students may not accumulate more than 6 combined PSYC 389 credits, and that PSYC 389 does not count towards the 35 credits required for a degree in Psychology.

Prereq: At least 9 PSYC credits, a 2.80 overall GPA and a 3.00 PSYC GPA.

Credits: The number of credits you enroll for is determined by the combined number of hours involved in this course and at your internship site. You should expect to spend a total of approximately 32 hours on coursework (see [draft syllabus](#) for details) in addition to your site time.

1 credit = 45 hrs 2 credits = 90 hrs 3 credits = 135+ hrs

Student Instructions for Completing a PSYC 389 Application

1) Meet with your internship site supervisor to discuss your learning objectives and course requirements and prepare detailed written answers to the following questions:

- A. What is the nature of the internship and the learning objectives the student will achieve?
- B. What are the specific responsibilities and how many hours per week will each require?
- C. What expectations does the internship site have of the student?
- D. By what criteria will the student's performance be assessed?

2) After you have worked out the details with your site supervisor, visit <http://ter.ps/internship> to complete the online application form. Be sure to submit this at least **48 hours prior to the last day of schedule adjustment** for the semester. Late applications will not be accepted.

3) When you click submit on the online application, a copy of your application content will be emailed directly to your site supervisor. You will also receive an email confirming that your application has been submitted. **Be sure that your supervisor is expecting the email.**

4) Your supervisor will review the application and indicate their approval by replying to that email. We must receive that email by 10:00am on the last day of schedule adjustment in order to process it in time. Late applications will not be accepted.

5) When we receive the approval email from your supervisor we will manually remove the registration block. Give us at least 24 hours from receiving the email to do that, and then log on and register for PSYC 389. Please note that if you do not register for the course by the end of schedule adjustment you will not be able to enroll for that semester.