Hello!

Let me tell you about the academic side of the internship experience. An internship is a great opportunity to discover the field outside the classroom. If your future plans include professional accomplishments or graduate school, or you are unsure, an internship is a great way to stack the deck for many possibilities.

Some internships will be a short experience, while some may last a year or more. There are internship opportunities in every county in Kansas, and some students have gone abroad for an internship experience. We can be creative and find something you feel passionate about. Each Internship credit will need to total 50 hours of time. This total can include your travel, time spent on site, time spent online working, and time spent completing tasks in the canvas course you will be concurrently enrolled in.

Here is how to proceed:

Internship Checklist:

* Meeting with the Internship Coordinator to fill out an internship intake form and get a plan!

(email Dr. Jennifer Smith at [jennifersmith@ksu.edu](mailto:jennifersmith@ksu.edu) for an appointment). Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Schedule a Follow-up to explore all options. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Sign up for the Psyche Internship Readiness Course (Psych 586A)
* Reach out to Internship Sites and Fill out an application or send a resume.

CC Internship coordinator on all correspondence

* Meet with Internship supervisor (live or Zoom or phone) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Send a “Thank you card or email” after meeting
* Sign up for credit hours with class Psych 587 or Psych 586 with an advisor
* Fill out the Internship Agreement form, get the supervisor’s signature, and return to the Internship Coordinator (jennifersmith@ksu.edu)
* Start Canvas work

Looking forward to meeting you!

Dr. Jennifer Smith