Overview: List of necessary forms

1. Internship approval form
2. Internship placement information
3. Approval letter from the supervisor at the Internship site. This letter should verify that the agency has agreed to the Internship and detail your duties, hours, and who your supervisor will be. (See Approval Letter Example link)

These forms and the letter of support must be completed prior to registration for Internship credits.

Internship Timeline

For a Summer Internship
Contact an Internship Site and Begin the Paperwork Process: February to early March
Early Registration Opens: Last week of March
Turn in Internship Application to Internship Coordinator: Late March to early April
Internship Registration Deadline: Last day of spring classes

For a Fall Internship
Contact an Internship Site and Begin the Paperwork Process: February to early March
Early Registration Opens: Last week of March
Turn in Internship Application to Internship Coordinator: Late March to early April
Internship Registration Deadline: Last day of spring classes

For a Spring Internship
Contact an Internship Site and Begin the Paperwork Process: September to early October
Early Registration Opens: Last week of October
Turn in Internship Application to Internship Coordinator: Early November
Internship Registration Deadline: Last day of fall classes
Internship Approval Form

________________________________ has shown interest in an Internship for the ________ Semester, 20_____.

Approval of the following persons is necessary before this student can register for Internship credit.

Please check which of the following intern courses the student is seeking to register for:

_____ PSYC4492  _____ 3 credits  _____ 6 credits  _____ 9 credits
_____ SOCI 4492  _____ 3 credits  _____ 6 credits  _____ 9 credits

Student ID Number: ____________________  CRN: ___________

Placement

Agency:______________________________________________

Address:________________________________________________________________________

Agency Supervisor (print): ___________________________________________________________

Position of Supervisor: _____________________________________________________________

Phone & E-mail:____________________________________________________________________

Signature of Agency Supervisor: _______________________________ Date ________________

Note: In addition to signing this form, the supervisor at the Internship site must provide a letter of intent verifying agreement to the Internship and detailing the intern’s duties, hours, and name of supervisor.

Approvals

Each of the following people must sign prior to registering for Internship credit

Academic Advisor:_________________________ Date: _________________

Department Chair:_________________________ Date: _________________

Internship Coordinator: ______________________ Date: _______________
Contact information:
Judy Orton Grissett - Internship Coordinator
Department of Psychology and Sociology
800 GSW State University Drive
Americus, Georgia 31709-4376
Email: judy.grissett@gsw.edu
Phone: 229-931-4647
Fax: 229-931-2315

Intern’s Name:

Student ID #:

Email address:

Phone:

Address:

Major:

Agency Placement:

Agency Supervisor:

Position:

Phone:

FAX:

E-Mail:

Address:

Work Schedule:

Job Description:

Faculty Advisor:

Additional Comments: