

Overview: Content of the internship application packet

1. Internship approval form.
 2. Internship placement information.
 3. Memorandum of Agreement.
 4. A letter of intent 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. Ideally, it should be on the agency's letterhead. If necessary, it can be done through an agency-affiliated email account.
 5. Current Resume.
- The internship application packet must be completed by the deadline listed below in the internship timeline.

Internship Timeline

For a Summer Internship

Contact an internship site and begin the application process: February to early March.

Turn in internship application packet to the appropriate GSW Internship Supervisor*: Late March to early April; **Deadline: Last day of spring classes.**

For a Fall Internship

Contact an internship site and begin the application process: February to early March.

Turn in internship application packet to the appropriate GSW Internship Supervisor*: Late March to early April; **Deadline: Last day of spring classes.**

For a Spring Internship

Contact an internship site and begin the Application Process: September to early October.

Turn in internship application packet to GSW Internship Supervisor*: Early November; **Deadline: Last day of fall classes.**

*Dr. Debbie Palmer is the GSW Internship Supervisor for the Psychology and Sociology internships

*Dr. Chuck Huffman is the GSW Internship Supervisor for the Criminal Justice internships

Georgia Southwestern State University
Department of Psychology and Sociology
Internship
Americus, Georgia 31709-4376

Internship Approval Form

I, _____, wish to apply for an internship for the _____ Semester, 20_____.

Please indicate below which intern course and number of credits you wish to apply for:

_____ PSYC4492 _____ number of credit hours (9 is maximum in Fall or Spring semesters;
_____ SOCI 4492 6 is maximum in Summer sessions)
_____ CRJU 4000

CRN: _____

Student ID Number: _____

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 anticipated activities, schedule, and the name of the site supervisor.

Approvals

Each of the following people must indicate their approval by signing before you will be given permission to register for internship credit:

Academic Advisor: _____ Date: _____

Department Chair: _____ Date: _____

GSW Internship Supervisor: _____ Date: _____

Georgia Southwestern State University
Department of Psychology and Sociology
Internship Placement Information

Contact information:

Debbie Palmer, GSW Internship Supervisor
Department of Psychology and Sociology
800 GSW State University Drive Americus,
Georgia 31709-4376
Email: Debbie.Palmer@gsw.edu
Phone: 229-931-5138
Fax: 229-931-2315

Student name:

Student GSW ID#:

Email address(es):

Phone:

Address:

Major:

Agency site:

Agency supervisor:

Position:

Phone:

E-mail:

Address:

Anticipated internship schedule:

Description of anticipated intern activities:

Academic Advisor:

Additional comments: