**Steps to Securing Academic Internships in Psychology**

1. Read through the departmental internship guide: Academic Internships in Psychology: A Guide for Students
2. Attend information session conducted by Dr. Neighbors (February)
3. Discuss internship plans with your Academic Advisor
	1. This should be done at the beginning of the semester BEFORE the semester when the internship is planned - or even earlier.
	2. Discussion should focus on ways an internship could help further career plans, types of internships of interest/value, and timing of the internship.
4. Explore potential internship sites
	1. See Site Data Files on department website (which include descriptions of internship duties for each site and placement supervisor/contact information)
	2. Also done through networking & internet search (\*Important Note: You are not limited to sites listed on the department website. Any internship can be considered for potential fit with departmental criteria.)
5. Explore resources through the Center for Integrative Learning <https://www.southwestern.edu/internships/>
	1. Internship search strategies
	2. \*Information about funding opportunities to offset costs
6. Meet with Center for Integrative Learning internship specialists <https://www.southwestern.edu/internships/contact-us/>
	1. Resume preparation
	2. Guidance on placements
	3. Guidance on contacting agencies
	4. Interview preparation (most sites do not require interviews, but some do)
7. Attend Funded Internship Information Session
	1. Required to apply for funding
	2. <https://www.southwestern.edu/internships/internship-funding/>
8. Contact sites you are interested to inquire about availability
	1. Determine what intern activities are available
	2. Explore availability of appropriate Site Supervisor
	3. Share departmental criteria (from department website) - This is CRITICAL so that the potential Site Supervisor (and you) can determine if the experience they can offer could potentially qualify as an Academic Internship.
9. Complete departmental application
	1. This should be done only after a site that you believe meets departmental criteria has agreed to provide an internship, and a specific person at the site has agreed to supervise you.
	2. Requires: site information, Site Supervisor degree and discipline (e.g., MSW, MA Counseling Psychology) and contact information, semester planned (Fall, Spring, or Summer III), proposed start and end dates (must be within the semester planned), AND intern duties & responsibilities
10. Wait to be contacted by your assigned Faculty Supervisor regarding approval
11. Upon approval, follow provided directions to complete Learning Contract.
	1. Students may not be registered for Internship in Psychology until the Faculty Supervisor approves the application and the Learning Contract is complete.
12. DEADLINE for approved applications is the last day of classes of the semester BEFORE the semester when the internship is planned
	1. i.e., Summer internship planning and approval process occurs during the Spring semester