



# Internship Packet

Congratulations on your choice to complete an internship to enhance your psychology education! This packet includes all the instructions and necessary paperwork to get academic credit for your internship or volunteer experience.

- Page 1: Instructions
- Page 2: Internship Memorandum of Understanding (MOU)
- Page 3: Internship Academic Credit Contract
- Page 4: Supervisor's Internship Evaluation
- Page 5: Student's Internship Evaluation

## INSTRUCTIONS

1. Find a place in the community to intern or volunteer your time. It needs to be a psychology-related position. Most students use community agencies. For assistance finding a site, please refer to the "Internships, Part-Time Jobs, and Volunteer Opportunities" chart available on the Psychology Department website or in the Psychology Advising Center.
2. Meet with your internship supervisor to complete page 2 of this packet, the Internship MOU. It outlines where you will be completing the internship and what you will be doing. Both you and your internship supervisor will need to sign at the bottom of the MOU.
3. Identify a faculty member to serve as your faculty sponsor for the internship. Schedule an appointment with him/her to complete page 3 of the packet, the Internship Academic Credit Contract. Fifty clock hours at the internship = 1 credit hour. If you need help identifying a faculty member, please make an appointment via MyPlan with a Psychology Advisor.
4. Complete a "green sheet" with your faculty sponsor. Take the completed green sheet, MOU and Academic Credit Contract to the Psychology Advising Center to get a permission code to enroll in PSYC 297 (typically for freshman and sophomores) or 497 (typically for juniors and seniors). When enrolling on MyRed, be sure to enter the correct number of credit hours and grade type (Grade or Pass/No Pass).
5. Complete the internship or volunteer hours, document your time, and complete all homework assignments. Turn in the documentation of your hours and homework assignments to your faculty advisor by the due date indicated on your academic credit contract.
6. Give the Supervisor's Internship Evaluation (page 4) to your internship supervisor. Have him/her either mail it directly to the psychology advisor or give it back to you in a sealed envelope with their signature across the seal. It needs to be received by the due date indicated on your academic credit contract.
7. Complete and return the Student's Internship Evaluation (page 5) to the psychology advisor by the due date indicated on your academic credit contract.



## INTERNSHIP MEMORANDUM OF UNDERSTANDING (MOU)

Student Name: \_\_\_\_\_ NU ID: \_\_\_\_\_

Major(s): \_\_\_\_\_ Class Standing: \_\_\_\_\_

Interning Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Pay/Hour: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Number of Credits (50 clock hours = 1 credit hour): \_\_\_\_\_

Student's Major Responsibilities:

Student's Learning Objectives:

Orientation/Training:

Student agrees to:

- Comply with organization's policies; notify supervisor if unable to work as scheduled.
- Remain enrolled at UNL for the duration of the internship.
- Notify faculty sponsor if internship ends early, or if significant changes in responsibilities or learning objectives are made.

Employer agrees to:

- Provide student with training and supervision needed to carry out responsibilities successfully.
- Evaluate intern's performance and discuss with student at the end of the internship.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INTERNSHIP ACADEMIC CREDIT CONTRACT

Student Name: \_\_\_\_\_ NU ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Interning Organization: \_\_\_\_\_

Internship Title: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Zip Code: \_\_\_\_\_

Course Number: \_\_\_\_\_ Number of Credits: \_\_\_\_\_ Grade Type:  Grade  Pass/No Pass

Academic Requirements: Check all that pertain. **DUE DATE:** \_\_\_\_\_

- |   |                                  |   |
|---|----------------------------------|---|
| <input type="checkbox"/> Research Project             | <input type="checkbox"/> Reading | <input type="checkbox"/> Journal of Experiences |
| <input type="checkbox"/> Meeting with Faculty Sponsor | <input type="checkbox"/> Paper   | <input type="checkbox"/> Other                  |

Describe assignment(s) in detail:

Is the student receiving credit from other academic departments/faculty sponsors?  Yes  No

If so, please list: \_\_\_\_\_

Student agrees to:

- Successfully complete the internship.
- Fulfill academic requirements as assigned by faculty sponsor.

Faculty sponsor agrees to:

- Provide adequate support and feedback throughout the internship

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUPERVISOR'S INTERNSHIP EVALUATION**

To be completed by the internship supervisor and discussed with the intern.

Student Name: \_\_\_\_\_ NU ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Will this student continue in this position next semester/summer?  Yes  No

Total number of hours worked during this evaluation period: \_\_\_\_\_

Directions: Objectively evaluate this student's performance using the scale shown below:

- E = Excellent                      S = Satisfactory                      U = Unsatisfactory  
 A = Above Average                N = Needs Improvement              N/A = Not applicable

Performance Item	Rating	Comments/Examples
Quality of Work (Accuracy, Thoroughness)		
Quantity of Work (Speed, Duration)		
Oral Communication, Expression of Ideas		
Written Communication Skills		
Completion of Assignments		
Acceptance of Responsibility		
Resourcefulness, Creativity		
Working Relationships with Others		
Initiative, Drive		
Enthusiasm, Interest in Job		
Appearance, Dress		
Attendance, Punctuality		
Understanding/Adhering to Rules, Procedures		
<b>OVERALL PERFORMANCE RATING</b>		

Please comment on the intern's strengths as well as how she/he may improve performance.

**Internship Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Make a copy for your records. Return to intern in sealed envelope or send directly to:

**UNL Psychology Advising and Resource Center**  
**psychadvising@unl.edu**

## STUDENT'S INTERNSHIP EVALUATION

To be completed by the intern and discussed with internship supervisor.

Student Name: \_\_\_\_\_ NU ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Evaluation Period (semester and year): \_\_\_\_\_

Will you continue in this position next semester/summer?  Yes  No

Academic Credit:  Yes  No # of Credits: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

Directions: Objectively evaluate your experience with this internship using the scale shown below:

E = Excellent

S = Satisfactory

U = Unsatisfactory

A = Above Average

N = Needs Improvement

N/A = Not applicable

Work Experience	Rating	Comments/Examples
Relationship of work to career goals		
Training received		
Supervision received		
Level of responsibility assigned		
Abilities utilized		
Learning Experience		
Learned information, skills, or techniques not learned in class		
Gained career/professional knowledge		
Relationship of academic assignments to work		
Personal Development		
Gained greater self-confidence		
Improved understanding of strengths/weaknesses		
Met people who contributed to personal growth		
OVERALL PERFORMANCE RATING		

What do you consider the best and weakest aspects of this experience?

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Make a copy for your records and return to the psychology advisor at [psychadvising@unl.edu](mailto:psychadvising@unl.edu) or:

**UNL Psychology Advising and Resource Center, P.O. Box 880308,  
235 Burnett Hall, Lincoln NE 68588-0308**