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: __________________

Psychology Advising and Resource Center, 235 Burnett Hall, 472-3121
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: __________________________
[ ] Research Project  [ ] Reading  [ ] Journal of Experiences
[ ] Meeting with Faculty Sponsor  [ ] Paper  [ ] 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: _____________________
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:

<table>
<thead>
<tr>
<th>E = Excellent</th>
<th>S = Satisfactory</th>
<th>U = Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Above Average</td>
<td>N = Needs Improvement</td>
<td>N/A = Not applicable</td>
</tr>
</tbody>
</table>

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

OVERALL PERFORMANCE RATING

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

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Rating</th>
<th>Comments/Examples</th>
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</thead>
<tbody>
<tr>
<td>Relationship of work to career goals</td>
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<td></td>
</tr>
<tr>
<td>Training received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervision received</td>
<td></td>
<td></td>
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<tr>
<td>Level of responsibility assigned</td>
<td></td>
<td></td>
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<tr>
<td>Abilities utilized</td>
<td></td>
<td></td>
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</tbody>
</table>

## 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 or:

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

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