Liberty University Internship Program

• Psychology Department • Address: 1971 University Boulevard Lynchburg, VA 24502 •
• E-Mail: PSYC499intern@liberty.edu •

Students, please note: This is a sample form. This will aid you as you complete your online application form for PSYC 499. Please make sure that you have an approval email from your site supervisor that you can attach in the Sharepoint portal as part of the application process.

Liberty University Student Internship Application Worksheet

I. Student Information

Student Name (include Maiden): ___________________________ Student ID #: ______________________
Mailing Address: ___________________________ City ___________________________ State _______ Zip ________
Phone: ___________________________ Liberty Email: ___________________________

Major: ___________________________ Class Year (JR/SR): ____________ Campus (Residential or LEO Student): ______________________
Internship Semester: ________________ Course: __________________ Credit Hours: _______ Required Work Hours: _______

II. Internship Organization Information

Organization: ___________________________ Website: ___________________________
Organization’s Mailing Address: ___________________________ City ___________________________ State _______ Zip ________
Supervisor: ___________________________ Title: ___________________________
Phone: ___________________________ Email: ___________________________

Internship Start Date: ________________ Internship End Date: ________________ Total Hours: ______________________

Is this position (please check one): Unpaid Paid If paid, what is the amount of your compensation? $ ______________________

III. Student Internship Description & Learning Objectives

Learning Objectives:
(Check three objectives to show what portions of your discipline you will incorporate into your internship. The objectives indicate skills/knowledge that are specific, measurable, realistic, and achievable.)

- Apply psychological explanations to observed behavior patterns in a “real world” setting.
- Identify relevant behavior patterns within the context of an internship.
- Evaluate the integration of faith and practice within a “real world” internship experience.
- Demonstrate competence in an applied setting related to the field of psychology.
- Analyze the complexity of socio-cultural and international diversity.

Duties/Assignments:
(Together with your site supervisor identify what your duties and assignments will be while at work with your internship organization. Attach additional sheet if needed.)

Note: For students to be registered for an internship they must submit a Liberty University Student Internship Application to the SharePoint submission portal on the internship webpage. Students who fail to submit a Liberty University Online Student Internship Application by the deadline specified on the website will be at risk of being dropped from the course.
IV. Internship Guidelines for Students

If accepted into the Liberty University Undergraduate Internship Program, the intern will have the opportunity to participate in training and observation at the internship organization in accordance with this Agreement. The intern understands and agrees to abide by all requirements, provisions, terms and conditions of this Agreement in consideration of the opportunity to participate in an internship program at this agency.

PERSONAL CONDUCT – The Intern agrees to:

- continue to uphold high moral values, as he/she will be representing Liberty University as an intern;
- become familiar with the Liberty Way in order to have a complete understanding of how to follow the Internship Guidelines;
- the policies of the Liberty Way specific to the administration of eight or more reprimands being applicable to his/her internship;
- an immediate dismissal from his/her internship position, as well as disciplinary action in accordance with the Liberty Way, upon the accrual of 16 or more reprimands.

RELATIONS WITH OTHERS - Intern agrees that:

He/she is under the honor code of the Liberty Way in regard to personal matters with other interns, and if he/she:

- should witness what is considered to be an infraction of school policy, it is his/her responsibility to first confront the student and request that the intern report immediately to the Experiential Education Coordinator, and then report the alleged infraction and those involved to the Experiential Education Coordinator;
- fails to uphold the code by ignoring major infractions of school policy by not giving full disclosure, he/she will be deemed as responsible as the person who violates the school policy, and will receive appropriate discipline. A violation of school policy is considered a betrayal of the Liberty Way and is treated as such;
- has a personal problem with his/her employer, or any other person with whom he/she is affiliated as an intern, he/she should try to politely resolve it directly with the person involved, and then if necessary, he/she should contact the Liberty University Faculty Intern Advisor responsible for his/her internship or the Experiential Education Coordinator who will make further contacts.

INTERNSHIP POLICIES - Intern agrees that:

- he/she will fulfill his/her obligation to the organization according to the terms delineated on the internship agreement, and that if he/she is dismissed by the organization because of unprofessional practices, the internship shall be and have unsuccessfully completed the internship requirements, he/she may receive a failing grade for the course and may also be subject to disciplinary action in accordance with the Liberty Way;
- an internship course may be dropped without academic or financial penalty only in those instances wherein Liberty University determines that the organization has significantly departed from the terms of the Student Internship Agreement;
- the internship course assignments and hours worked must be started and completed within the semester registered;
- the Faculty Intern Advisor will address questions about assignments, credit, or the academic quality of the internship site;
- internship fees are assessed at the current tuition rate per credit hour;
- falsification of any portion of this document will result in immediate dismissal from the Liberty University Internship Program and may constitute further disciplinary action from the Office of Student Conduct.

WAIVER OF LIABILITY & INDEMNITY –

**Indemnity.** The undersigned student and parent and/or legal guardian each, jointly and severally, hereby releases, waives his or her rights to recover against, and agrees to indemnify, defend, and hold harmless Liberty University, and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers (hereinafter jointly referred to as the “Indemnitee”) from and for any and all claims or causes of action for any losses, damages, property damage, property loss or theft, costs, expenses (including attorney’s fees and opinion witness fees), complaints, personal injury, death or other loss arising from or relating in any way to student’s participation in the Internship, including, without limitation, student’s travel to, from and during the internship, and wrongful acts of others that are harmful to the student.

**Waiver.** The undersigned student and parent and/or legal guardian each waive any and all claims that may arise against Liberty University, and all of its operators, and parent, subsidiary and related entities, and its and their respective officers, directors, employees, agents, servants and insurers as a result of or in any way related to student’s participation in the Internship, including, without limitation, student’s travel to, from and during the internship, and wrongful acts of others that are harmful to the student, including but not limited to claims alleging negligence, gross negligence, and/or willful and wanton negligence. The undersigned student and parent and/or legal guardian each further agree to waive the protection afforded by any statute or law in any jurisdiction the purpose, substance and/or effect of which is to provide that a general
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