Internship Frequently Asked Questions

1. What is the Internship?
   a. The Internship is an experiential application of the research and theories from previous Psychology courses. The course provides direct experience in helping persons with special needs, enhances awareness of the responsibilities and skills needed for professional employment in the psychological services, and requires a synthesis of human development in spiritual, social, emotional, and cognitive behavior patterns.

2. Who has to take the Internship course?
   a. The PSYC 499 Internship is required by students pursuing their B.S. in Psychology.
   b. It is required for both residential and online students.
   c. It is not required for those seeking an A.A. in Psychology or a Minor in Psychology, Sociology, or Christian Counseling

3. How many hours do I need to complete?
   a. All students pursuing their B.S. in Psychology must complete 125 work hours for a 3-credit-hour internship. Students may choose to complete additional work hours for additional credit hours according to the chart below.
   b. 

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Internship Work Hours</th>
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<tbody>
<tr>
<td>3</td>
<td>125</td>
</tr>
<tr>
<td>4</td>
<td>168</td>
</tr>
<tr>
<td>5</td>
<td>210</td>
</tr>
<tr>
<td>6</td>
<td>250</td>
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4. Does Liberty University place students in their Internship sites?
   a. No. As the Online Program and Residential Programs serve a large number of areas and students worldwide, Liberty does not place students in their internship sites. Finding a fieldwork placement is up to the student.

5. How do I go about finding an Internship site?
   a. You should begin by talking with the people in your area who are currently doing the type of work in which you are interested in and which meets your internship course requirements. The best places to start are local community service boards or mental health agencies. These agencies usually have ample experience with Internship students and usually provide a variety of options and opportunities for experiential learning. Additionally, they can provide students with a plethora of information regarding the services and opportunities in the students’ local areas.
b. Visit the agency in person. This shows initiative and helps the agency put a face to your name. Bring your resume and PSYC 499 syllabus to review the course objectives with your potential site.

6. How should I ask an agency or a potential supervisor if I can be an intern?

a. You should ask to volunteer or to work at the agency, instead of asking for an internship. If you ask for an internship, the agency or supervisor may think that they must have a structured internship program. Potential sites do not need to have a structured internship program; however, they must be able to provide the intern with experiences that meet course requirements. Be prepared to describe your course requirements and bring your syllabus to the interview.

7. What qualifies as an approvable Internship site?

a. In the past students have used community agencies, counseling practices, school guidance offices (only outside of local Lynchburg, Va. area), industrial organizational research facilities, (HR) human resource offices, day care centers, social services, autism centers, crisis centers, youth camps; anything related to human service where human behavior can be witnessed and evaluated.

b. While the psychology field is broad, jobs such as grocery store clerk, retail sales, waiting tables, etc. are not approvable sites/jobs for the internship as they are not an implicit psychological service.

8. Who qualifies as an approvable site supervisor?

a. Your site supervisor must be an individual at your chosen internship site who can oversee your internship hours and can provide two brief evaluations of your internship work. There are no specific educational or professional requirements for your supervisor since this is a non-clinical, undergraduate internship.

b. Your site supervisor may not be related to you in any way (blood, marriage, adoption). This is in the best interest of both the student and the supervisor.

9. How do I get registered for PSYC 499 internship?

a. Download and print off the Internship Application Worksheet (IWA) from the Psychology Department’s internship webpage. This sheet provides you with a list of all the necessary information about your site, your supervisor, and your internship duties that you will need when you complete the actual application.

b. Select a site and complete the IAW with your site supervisor.
c. **Request** that potential site supervisor send you an email confirming that he or she will serve as your internship supervisor. This email may be brief but should state that he or she is willing to serve as your supervisor, to oversee your hours, and to provide evaluations of your work. Once you receive this email, please **save as a Word document** to submit as part of the application process.

d. **Click on** the link to the Sharepoint portal on the Psychology Department Internship webpage to complete the online application form. Attach your saved email from your site supervisor, and enter all necessary internship information, using the information you have gathered with the IAW.

e. **Complete** the Assessment of Psychology Learning (APL). Once you have submitted your application successfully, you will receive an email notifying you of your successful submission and providing instructions for completing the APL. The APL is an assessment tool which must be completed by all students applying for the internship course.

f. Once your internship site is approved, you will receive confirmation of this approval through email. You will then be automatically registered in a section of the course for the upcoming semester.

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**Contact Information**

LU Online Advising:
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- psyc@liberty.edu

Paperwork Questions:
- psyc499intern@liberty.edu