



UA SCIENCE

Psychology

Internship Definition & Benefits

An internship consists of specialized duties that provide training and practice in service settings such as an industry, business, research laboratory, theatre, museum, community agency, or government office. Internships offer you a chance to work in an area of interest and allow you the time and experience necessary to evaluate your future career opportunities. Internships also allow you to:

- Increase your ability to find employment
- Opportunity to "test drive" a career
- Accumulate new skills
- Gain experience in your field
- Develop a network of professional contacts

Degree Requirements

Internship credit is NOT required for Psychology/Psychological Science majors or Psychology minors.

Internship credit may apply as either general elective credits or credits that apply to a major or minor; speak to an academic advisor to find out how these credits apply toward your program of study.

- BA in Psychology: Up to 6 units of engagement coursework can apply as PSY electives towards the 33 required major units in the major
- BS in Psychological Science: Units apply as general electives only, NOT in the major units
- Psychology Minor: Up to 3 units of engagement coursework can apply as Psychology Elective in the minor

Components of the Psychology Internship

- Component One: **On-site internship** at nonprofit organization or government agency
- Component Two: **Enrollment in academic course** (work done through D2L, no in-person class, no textbook is required for this course)

Psychology Internship Credit - PSY393/PSY493

- Upon approval, students will be enrolled in an PSY internship course: PSY 393 or PSY 493
- One unit of academic credit is awarded for 45 hours of internship work
 - For example, for a 3 credit internship, 135 hours on-site internship work
- All hours of internship work must take place on or after the first day of the term and be completed on or before the last date of the same term (before finals).
- No more than 6 units of credit may be granted for one internship experience
- Grading System for Internship Credit: S, P, F grading: Grades of S (superior), P (pass), and F (fail) are not included in the calculation of the GPA, nor do they count toward meeting the criteria for [dean's list, honorable mention, or academic distinctions.](#)

Internship Site Approval Guidelines

- PSY internship course credit is only given for approved internships within organizations or government agencies related to Psychology
- Must be able to apply Psychological Theories in practice
- Must include substantial responsibilities beyond clerical duties
- Students must have a supervisor
- Credit can be awarded for paid or unpaid internships, including ongoing place of employment
- Organizations on the PSY website in a student's major area are usually approved for PSY credit.
- If you have found an internship NOT on our website, you must complete the PSY Internship Work Plan and submit for approval.
- **Final approval** for *all* internships will be based on the thoughtful, thorough completion and submission of the Work Plan and under safe conditions of the COVID Assessment Form. Please turn in *before* the beginning of the enrollment semester. All paperwork is due by week 3 or 4 of the semester, as posted by the registrar.

Step 1: Find and Secure an Internship Site

Finding an internship is similar to the process of securing employment. You need to contact organizations of interest and apply for an internship in the same way that you would a job.

- **Plan ahead:** Depending on location, start your search 4+ months before your planned start date
- Understand the internship eligibility and requirements, see above.
- Prepare a resume and cover letter ([Student Engagement & Career Development](#) office can help)
- Research internship options and apply to multiple organizations

Where to find internships:

- View pre-approved [PSY Internships](#)
- View the [Student Engagement & Career Development](#) information and search internships on [Handshake](#).
- Search online for non-profit or government agencies in your interest area.

Step 2: Steps to be Enrolled in PSY Internship Course Credit

1. After securing an internship position, you will complete the PSY Internship Work Plan and the COVID Assessment Form in order to be enrolled in the internship course. You will need to work with your site supervisor to complete both documents.
2. Submit the completed Work Plan and COVID Assessment to Shelley Gill (shelleyb@arizona.edu) to be reviewed. . Students should turn in *before* the beginning of the enrollment semester. Must turn in the required documents by week 3 or 4 of the semester, must follow regular enrollment deadlines and bursar's fee policies for the internship course, and are required to register for credit during the term in which the student is engaged in internship work.
3. Upon review and approval, the Internship Coordinator or staff member will enroll you in the appropriate internship course
4. If you are not approved or there is a hold on your account that prevents adding units or your internship WorkPlan, you will be contacted via email.

Step 3: Enroll in Internship Course

Your final steps include:

1. Pay UA course tuition and check your UAccess schedule for enrollment accuracy
2. Carefully review the syllabus and all course assignments posted on D2L
3. Check UA email and D2L regularly for instructor or staff communication
4. Engage in on-site internship work for 45 hours per credit hour starting the first day of the semester

International Students

International students must apply for and receive Curricular Practical Training approval from International Student Services before participating. More information can be found on the International Student Services website under [F-1 Student Employment: Curricular Practical Training](#).

Internships Abroad

Students completing an internship abroad are required to register their travel with UA Study Abroad and follow policies and procedures related to international insurance coverage.

Tuition, Fees, and Registration Deadlines

Internship credit is regular academic credit. Therefore, all regular university tuition rates, fees, and deadlines apply.

- [Online tuition and fees calculator](#)
- [Registration Dates and Deadlines](#)
- [Payment Dates and Deadlines](#)