ROOSEVELT UNIVERSITY PSYCHOLOGY DEPARTMENT

THE INTERNSHIP IN INDUSTRIAL-ORGANIZATIONAL PSYCHOLOGY

Revised September, 2011

This booklet is designed to be a guide through the internship process.

Official regulations are contained in the current

Roosevelt University Graduate Catalog.

MASTER'S LEVEL INTERNSHIP: OUTLINING THE PROCESS

The following is a list of the steps students must complete to satisfy the internship requirement. Further details on the process can be found inside this packet.

- 1) Begin looking for an internship site about six months before you would like to begin your internship. Leverage all of the resources available to you (your informal and professional networks, other students in the program, I-O Consulting Center opportunities, RUIO opportunities, faculty, internet searching, etc.) to identify internship opportunities.
- 2) Identify two faculty members (a chairperson and a reader) for your internship committee. Your committee chair and reader must be members of the full-time, regular (non-adjunct) I-O psychology faculty. Some exceptions have been made to allow part-time psychology faculty to be readers.
- 3) Once you've identified your internship site, complete the INTERNSHIP PROPOSAL FORM (attached). This form must be signed by: (a) you, (b) your site supervisor(s), and (c) your faculty chair. When you have completed the form and obtained all signatures, turn the form in to Michelle Parker (I-O program manager) or your faculty chair.
- 4) Register for Psychology 699 Internship (3 credit hours). To do this, complete the "Individualized Section Registration Form" (available from the Registrar's Office) with your faculty chair and return it to the Registrar's Office.
- 5) Meet with your faculty chair to discuss a process for completing your internship paper. The minimum requirements for this paper are that it be 20 pages long with 20 references, on a topic determined in collaboration with your faculty chair.
- 6) Complete 600 hours of work at the internship site (or sites, if one site does not provide the full 600 hours).
- 7) Have your site supervisor complete a brief evaluation of your performance and sent to your faculty chair (this can be a brief email describing your performance during the internship).
- 8) While completing your 600 hours, complete the first draft of your internship paper and begin the process of revising that document with your faculty chair.
- 9) Your internship paper will be revised with your chair. This typically requires exchanging several drafts with your chair. Once your chair is satisfied with the paper, they will give you permission to forward the paper to the reader (second faculty) for revisions. The internship paper shall be revised until the committee is satisfied. Once your paper is complete, your chair should complete INTERNSHIP PAPER APPROVAL FORM (attached) and add to your file.
- 10) Write a summary of your internship experience (guidelines discussed below) and revise in collaboration with your chairperson.
- 11) If your internship process (internship and paper completion) takes longer than one semester to complete, you must register for a section of 699Y (Internship Continuation) each semester after your initial registration. This is not another 3 credits, just a small administrative fee (around \$125) to keep your initial 699 credits active.

12) After your committee has approved your internship paper and internship summary, your chair will give you permission to post your internship summary on RUIO. A final copy of the internship summary should also be submitted in Word format to the I-O Program Director and your faculty chair.

ROOSEVELT UNIVERSITY PSYCHOLOGY DEPARTMENT M.A. LEVEL INTERNSHIP: DESCRIPTION AND REQUIREMENTS

The Industrial/Organizational Psychology Internship requires 600 hours of professionally supervised training and service in an approved organization. You must also complete an internship paper reviewing the literature on a topic related to I-O. Finally, you must complete an internship summary outlining your experience and shared online with current and former students via the RUIO list serve.

Before beginning your internship you must:

- Complete 18 semester hours of courses in the I-O M.A. Program.
- Complete at least one 660-level I-O course (ideally the 660 course most relevant to the internship).
- Your faculty chair must approve the date your internship begins.

An industrial/organizational internship should emphasize training over service; your experience should be more of a student than an employee. The site should be one which provides a variety of experiences. An approved internship in I-O Psychology should include the following:

- The majority of work content is I-O related.
- The internship site supervisor should have an advanced degree in an I-O related field or years of experience in an I-O related area.

Selecting Your Internship Site

You should start exploring internship sites three to six months prior to when you want to start your internship. It is your responsibility to investigate prospective internship sites. You are free to negotiate an internship experience at any site that agrees to provide you with appropriate experience and supervision.

While it is your responsibility to find an internship site, we encourage you to use the resources available to you. Talk to fellow students about where they're completing their internships, work with the I-O Consulting Center (contact Guy DiSpigno at gdispigno@roosevelt.edu to get started), check out internship postings on the SIOP website, and leverage your informal and professional networks to find good opportunities.

Also remember that your internship is an important part of your development. Just "finding an internship" isn't the goal – your goal is finding an internship that furthers your career goals and will give you the very best training you can get.

Students often find internships that extend beyond the 600 hour requirement. Work with your internship chair to determine whether the internship site and position are acceptable.

Selecting Your Internship Committee

You will need to identify two I-O faculty members to serve on your internship committee. Both members must be full-time or regular members of the Psychology Faculty. Some exceptions have been made for part time faculty to be readers.

A list of the full-time, regular members of the Psychology Faculty, and links to their websites (where you can find information on their research and applied specialties) can be viewed at our website:

http://www.roosevelt.edu/CAS/Programs/Psychology/IOPsychology/IOFaculty.aspx

You will work closely with your chairperson throughout the entire internship process. You should meet early and often with your committee chair to discuss your internship site and duties, the topic of your internship paper, selection of a faculty reader, and any other questions or issues that arise during the internship process.

Completing the I-O Internship Proposal Form

When you have accepted an offer from an internship site, complete the I-O INTERNSHIP PROPOSAL FORM (attached) with your site supervisor. This form generally outlines how you will spend your 600 hours at the site. Submit the form to your faculty chair who will review the document and determine if the job duties are befitting the type of work experience required for the internship. If appropriate, your faculty chairperson will sign your proposal and keep in on file for you.

You must inform your committee chair of any changes or departures from your original proposal. When significant changes are proposed (for example, changing an internship site, omitting proposed training experiences) your committee chair may require a new internship proposal.

Registering for PSYC 699 and PSYC 699Y: Internship in I-O

Obtain an Individualized Section Registration Form (ISRF) from the Registrar's office in order to register for Psychology 699 (MA internship credit). We recommend completing this form with your faculty chairperson, as the form needs to be signed by you and your faculty chair. Return the completed form to the Registrar's Office to register for the course.

You must register for PSYC 699 or you will not be registered for internship credit and will NOT be able to graduate.

If your internship and/or completing your internship paper/summary extends beyond one semester, you must register for PSYC 699Y (Internship Continuation) in EACH subsequent semester. There is no tuition cost but there is a small fee (about \$125) to do this. Students not registered for 3 consecutive semesters (not including summer) have to reapply for admission to the program. As that is a hassle, be SURE to register for 699Y every semester after registering for 699 (until your project is completed).

Completing the Internship Summary

An important part of the industrial/organizational internship is the internship summary. The purpose of the summary is to communicate what you did during your 600 hours of internship work. Your summary should adhere to the following outline:

- I. Contact information for the organization (address, phone, dept, etc.)
- II. Supervisor contact information
- III. Job Title and short job description (for the intern)
- IV. Job Content (Projects, Tasks Short Paragraphs, couple of lines each perhaps)
 - A. Project 1
 - B. Project 2
 - C. Project 3 etc.
- V. Evaluations
 - A. of the internship experience/site (paragraph)
 - B. of RU's preparation for the internship (paragraph)

Keep an eye on RUIO and read over other students' summaries for examples of what these should look like. Generally they are brief but descriptive accounts of the projects and job duties completed at your work site.

You should work carefully with your chair to complete your internship summary. Your committee chair must approve the summary before it's posted to RUIO. Finally, you should provide a word document of your internship summary to your committee members.

Completing the Internship Paper

You must write a research paper to complete the internship process. This paper should review the relevant research literature on an I-O relevant topic determined with your committee chair. Ideally (but not a requirement), your paper topic will overlap with your internship work so that you can expand your academic background in an area at the same time that you're expanding your practical knowledge of that area.

You should meet with your chair early in the internship process to discuss the process of writing the paper. Generally speaking, when you complete a draft of the paper, you will submit it to your committee chair for review. Typically, several revisions are needed before the paper is acceptable by the committee chair. Your chairperson will provide you with permission to submit the paper to your reader. The reader will then request additional revisions as needed.

Once completed, you should submit a final version to your internship committee members.

Write your paper in APA format. Consult the most recent edition of the APA publication manual if you have questions about what the following sections should look like (i.e. "What does an APA format title page include?"). Your paper should include the following:

- 1. *Title Page*
- 2. Acknowledgments One page should be devoted to acknowledgements. For administrative purposes all terminal project committee members must be listed and the committee chair designated. Students may acknowledge any other individuals who have contributed significantly to their terminal project.
- 3. Review of the Literature on a Selected Industrial/Organizational Topic
- 4. References

Your internship paper must:

- Be a minimum of 20 pages long
- Include relevant information from a minimum of 20 sources
- Be broken into sections that help the reader navigate your paper (work with your chair to help determine what sections you should include in your paper)

Writing can be difficult. If you have difficulty organizing or editing your writing, consider the following: (a) visit the Writing Center at the downtown campus in AUD 650, (b) read books like "The Elements of Style" by Strunk and White or, "On Writing Well" by Zinsser, or (c) hire a writing consultant. The Psychology Department maintains a list of names of writing consultants you can hire at your expense.

Evaluation of Internship

When you are finished with the 600 internship hours, have your primary site supervisor(s) write an evaluation reviewing your performance. This can be as complicated as a formal performance appraisal form, or as simple as an email to your committee chair outlining strengths and weaknesses identified during the internship.

This material must be sent directly from your site supervisor to your committee chairperson. If your primary site supervisor(s) indicate(s) that your internship work was not satisfactory, or if the training requirements outlined in your INTERNSHIP PROPOSAL FORM were not been met, then your work cannot be counted toward the M.A. Degree. You must then petition the Psychology Department for permission to do another terminal project. If such permission is denied, you will not be permitted to complete the M.A. degree.

Internship Summary Posting

Once: (a) you have completed the 600 hours in a satisfactory manner, (b) an evaluation from your site supervisor has been received, and (c) you have completed the internship summary and internship papers in a manner that is satisfactory to your internship committee, then your chairperson will give you permission to post your internship summary on RUIO.

To post on RUIO send your summary by email to ruio@yahoogroups.com. Note that you must be a member of the RUIO email group to post there. If you are not a member, contact Mike Helford at mhelford@aol.com or mhelford@roosevelt.edu.

Your chair should also complete the INTERNSHIP PAPER APPROVAL FORM (attached) once your internship paper is deemed acceptable by your internship committee members.

After the Summary Posting

Because the library will no longer be handling a binding process for personal copies of theses, internship papers, and dissertations, we need to discontinue the service for binding personal copies of psychology internship papers beginning at the end of August, 2007.

Please provide a Word Document (email is fine) of the final draft of your paper to your committee members.

Graduation

In addition to completing the internship requirements described above (and all other M.A. program requirements described in the graduate catalog), you must complete the online application for graduation (see: Roosevelt University Website) early in the semester that you will be graduating.

If you complete all requirements, but are unable to formally graduate at the close of that semester, you may obtain a letter from the internship committee chair stating that you have completed all requirements for the degree. Such a letter will satisfy most prospective employers and graduate program admission committees.

Roosevelt University Industrial and Organizational Psychology

Internship Proposal Form: Master's Degree Candidate (Page 1 of 3)

The Master's Level Internship in Industrial/Organizational Psychology requires 600 hours of professionally supervised training and service. Students must complete 18 hours of course work in the I-O M.A. program, and one 660-level course relevant to the internship before beginning the internship.

Students should complete this form with their site supervisor(s). Students should submit the completed form to their committee chairperson for approval. If the internship is to be completed at two sites, separate proposals must be completed and approved for each site.

Date:	RU Student ID		
Student's Name:			
Street Address:			
City:	State:	Zip:	
Phone: Home	Work		
Email:			
Name of internship site:			
Address:			
City:	State:	Zip:	
Supervisor Name:			
Supervisor Title:			
Supervisor Phone:			
Month/Year internship to begin:		<u> </u>	
Month/Year the internship to end:			
Expected number of hours per week at	site:		

Roosevelt University Industrial and Organizational Psychology

Internship Proposal Form: Master's Degree Candidate (Page 2 of 3)

On this page describe in detail your planned internship experience. List and describe your training activities, and the approximate number of hours devoted to each. Use additional pages if necessary.

rimary Assignments/Projects	Subtasks		Hours/Week
			
pervisor(s)			
ame	Title	Ι	Degree

Roosevelt University Industrial and Organizational Psychology

Internship Proposal Form: Master's Degree Candidate (Page 3 of 3)

NOTE: It is the student's responsibility to meet personally with each individual signing this form. Signature(s) of all internship site supervisor(s) signifying approval of proposed internship: Name Signature Date Signature of student indicating understanding of and agreement to the proposed internship: Signature Name Date Signatures of internship committee members signifying approval of proposed internship. Signature Name Date Chair: Date submitted to I-O Program Director_____ TO BE COMPLETED BY THE I-O PROGRAM DIRECTOR: Has 18 SH of coursework been completed? Yes_____ No Has at least one 660-level course been completed that is relevant to the proposed internship? No_____ Are proposed work tasks befitting completion of the M.A. level internship in I-O? No Signature of the I-O Program Director signifying approval of proposed internship. Date:

Roosevelt University

Industrial and Organizational Psychology **Internship Paper Approval Form: Master's Degree Candidate Student Information** Student ID No. Student Name **Internship Paper Information** Internship Paper Title: For Use by the Internship Committee Members ☐ Paper is approved as is. Paper is approved with the following corrections: ☐ Paper is not approved for the reasons below: Comments:

Committee Chair:	Faculty Reader:
Type or Print Name	Type or Print Name
Signature	Signature