

## **Overview: List of necessary forms**

1. Internship approval form
2. Internship placement information
3. Approval letter from the supervisor at the Internship site. This letter should verify that the agency has agreed to the Internship and detail your duties, hours, and who your supervisor will be. (See Approval Letter Example link)

These forms and the letter of support must be completed prior to registration for Internship credits.

### **Internship Timeline**

#### For a Summer Internship

Contact an Internship Site and Begin the Paperwork Process: February to early March

Early Registration Opens: Last week of March

Turn in Internship Application to Internship Coordinator: Late March to early April

Internship Registration Deadline: Last day of spring classes

#### For a Fall Internship

Contact an Internship Site and Begin the Paperwork Process: February to early March

Early Registration Opens: Last week of March

Turn in Internship Application to Internship Coordinator: Late March to early April

Internship Registration Deadline: Last day of spring classes

#### For a Spring Internship

Contact an Internship Site and Begin the Paperwork Process: September to early October

Early Registration Opens: Last week of October

Turn in Internship Application to Internship Coordinator: Early November

Internship Registration Deadline: Last day of fall classes

Georgia Southwestern State University  
Department of Psychology and Sociology  
Internship  
Americus, Georgia 31709-4376

**Internship Approval Form**

\_\_\_\_\_ has shown interest in an Internship for the \_\_\_\_\_  
Semester, 20\_\_\_\_\_.

Approval of the following persons is necessary before this student can register for Internship credit.

Please check which of the following intern courses the student is seeking to register for:

_____ PSYC4492	_____ 3 credits	_____ 6 credits	_____ 9 credits
_____ SOCI 4492	_____ 3 credits	_____ 6 credits	_____ 9 credits

Student ID Number: \_\_\_\_\_ CRN: \_\_\_\_\_

**Placement**

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Agency Supervisor (print): \_\_\_\_\_

Position of Supervisor: \_\_\_\_\_

Phone & E-mail: \_\_\_\_\_

Signature of Agency Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

*Note:* In addition to signing this form, the supervisor at the Internship site must provide a *letter of intent* verifying agreement to the Internship and detailing the intern's duties, hours, and name of supervisor.

**Approvals**

Each of the following people must sign prior to registering for Internship credit

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Georgia Southwestern State University  
Department of Psychology and Sociology  
Internship Placement Information

Contact information:

Judy Orton Grissett - Internship Coordinator  
Department of Psychology and Sociology  
800 GSW State University Drive  
Americus, Georgia 31709-4376  
Email: judy.grissett@gsw.edu  
Phone: 229-931-4647  
Fax: 229-931-2315

Intern's Name:

Student ID #:

Email address:

Phone:

Address:

Major:

Agency Placement:

Agency Supervisor:

Position:

Phone:

FAX:

E-Mail:

Address:

Work Schedule:

Job Description:

Faculty Advisor:

Additional Comments: