

Frequently Asked Questions

PSY630 I/O Psychology Internship

Does the position have to be identified as an I/O position? Or would something offered as an HR internship, but that related to I/O principles, be allowed?

No, it does not have to be specifically identified as “I/O.” Job titles that our interns have held in the past have included, for example, “HR Intern,” “HR and Organizational Excellence Specialist,” and “Intern – Instructional design.” Of course, the job responsibilities need to be I/O related. Your supervisor needs to be an I/O or HR professional who can give objective feedback on your progress.

What does my supervisor need to provide prior to starting an internship?

I will need email confirmation from your potential supervisor prior to starting the internship. The letter needs to include:

1. Acknowledgement that you need to work at least 12 weeks for at least 20 hours per week until you accumulate at least 300 hours.
2. A description of the duties you will be assigned in enough detail to demonstrate that the duties are clearly I/O in nature.
3. The supervisor agrees to provide you and I with bi-monthly (every other week) feedback on your work.
4. The supervisor agrees to provide you and I with a final rating evaluation.

What is the process for enrolling in PSY630 internship?

Once you believe you have secured an appropriate internship, you should contact me at vmishra@wcupa.edu or at 610-430-5942 We will discuss the site, your potential work there, and the supervision requirements. You should review this syllabus with any potential employer to be sure that all of the requirements will be met. I will need a description of the duties you will perform which are intended to qualify for the internship. These must, of course, be clearly related to I/O, and should be sent over with the signature of your supervisor (preferably via email). Once I receive this information, I will get you enrolled in PSY30.

When should I register for PSY630 internship?

The work for the internship must be done during the semester you are enrolled for the credits. You cannot do the work in one semester and then enroll in another. It is not possible to do the internship work in the summer and register for the class in the fall. You must be registered and do the work in the same semester. Because PSY630 only appears once in the summer schedule, you only have to schedule it once in the summer, even though you would work the entire summer.

What should be included in the final overview paper?

The purpose of this paper is for you to provide a description of the work and projects accomplished at the internship site. It provides you an opportunity to reflect on the benefits of the internship, and skills you believe you acquired while participating in the internship. The following questions should be addressed in your paper –

1. Describe the positives and negatives of the internship work.
2. Describe one project/assignment that you completed at your internship and how it was directly related to your coursework in I/O Psychology.
3. Describe how this internship experience will be beneficial for your career goals.
4. Any other relevant comments about the internship you wish to provide.
5. The final paper should be approximately 4-5 double spaced pages in length, 11-12 Times New Roman font and 1-inch margins (excluding title page and references). Please indicate the following on the title page of the report:

Name:

Program:

Internship Site Name:

Dates of Internship:

Site Supervisor: Name _____ **Email** _____ **Phone Number** _____

Report Completion Date:

Why are all the feedback forms necessary?

The bi-weekly feedback forms and final supervisory rating form are a requirement of the internship course and really are necessary. All I/O interns must have these forms submitted every two weeks by their supervisors. These forms provide documentation for the Psychology Department, the University, the Pennsylvania State System of Higher Education, and the Middle States Accrediting Board that the student is regularly evaluated on their work for the course, and that ultimately grades assigned are based on that work.

Just to be clear, it is **your** responsibility to enter the information at the top of the form and to identify the major projects you have worked on during each two-week period. The supervisor is asked only to rate your work during that two-week period and to provide a brief written commentary. I recognize that providing routine feedback to an intern requires time that a supervisor might spend on other activities. However, in order for this experience to be the most beneficial learning opportunity for you and for the accounting purposes I noted above, the evaluations must be completed as required.

NG Grades: NG grades will be given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the professor. Students must complete course requirements as stipulated by the professor and not later than the end of the 14th week of the subsequent semester, or the NG grade will convert to an F at the end of the semester. Unless a professor indicates a deadline when assigning a NG, graduate students have until the 14th week of the subsequent to complete course requirements. Please note, this means NG grade changes are due to the Registrar's office at the conclusion of the 15th week.

Important Dates to Note for Spring 2024 Semester

Last day to "Add/Drop" classes is **30th January**. Course withdrawal period begins **31st January and ends on 25th March**. Any withdrawals after that are "term withdrawals" only. **29th April** is the last day for "term withdrawal".