

## Overview: Content of the internship application packet

1. Internship approval form.
  2. Internship placement information.
  3. Memorandum of Agreement.
  4. A letter of intent 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. Ideally, it should be on the agency's letterhead. If necessary, it can be done through an agency-affiliated email account.
  5. Current Resume.
- The internship application packet must be completed by the deadline listed below in the internship timeline.

### Internship Timeline

#### For a Summer Internship

Contact an internship site and begin the application process: February to early March.

Turn in internship application packet to the appropriate GSW Internship Supervisor\*: Late March to early April; **Deadline: Last day of spring classes.**

#### For a Fall Internship

Contact an internship site and begin the application process: February to early March.

Turn in internship application packet to the appropriate GSW Internship Supervisor\*: Late March to early April; **Deadline: Last day of spring classes.**

#### For a Spring Internship

Contact an internship site and begin the Application Process: September to early October.

Turn in internship application packet to GSW Internship Supervisor\*: Early November; **Deadline: Last day of fall classes.**

\*Dr. Judy Grissett is the GSW Internship Supervisor for Psychology and Sociology internships

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

**Internship Approval Form**

I, \_\_\_\_\_, wish to apply for an internship for the \_\_\_\_\_ Semester, 20\_\_\_\_\_.

Please indicate below which intern course and number of credits you wish to apply for:

\_\_\_\_\_ PSYC4492            \_\_\_\_\_ number of credit hours (9 is maximum in Fall or Spring semesters;  
\_\_\_\_\_ SOCI 4492            6 is maximum in Summer sessions)  
\_\_\_\_\_ CRJU 4000

CRN: \_\_\_\_\_

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

**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 anticipated activities, schedule, and the name of the site supervisor.**

**Approvals**

Each of the following people must indicate their approval by signing before you will be given permission to register for internship credit:

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

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

GSW Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact information:

Judy Grissett, GSW Psychology and Sociology Internship Supervisor

Department of Psychology and Sociology

800 GSW State University Drive Americus,

Georgia 31709-4376

Email: [judy.grissett@gsw.edu](mailto:judy.grissett@gsw.edu)

Phone: 229-931-2316

Fax: 229-931-2315

Student name:

Student GSW ID#:

Email address(es):

Phone:

Address:

Major:

Agency site:

Agency supervisor:

Position:

Phone:

E-mail:

Address:

Anticipated internship schedule:

Description of anticipated intern activities:

Academic Advisor:

Additional comments: