

Internships in Psychology (University of Mississippi)

Psy 401 is the course that is available to obtain course credit for internship activities.

The italicized portions below are directly from the course catalog description of Psy 401:

Psy 401: Undergraduate Internship in Psychology

PSYCHOLOGY

Internship in approved work settings under professional supervision.

May be taken for a maximum of 6 hours credit. (This means that within the psychology major you can only receive course credit for a maximum of 252 hours spent at an internship site. You can only receive a maximum of 3 credit hours per semester for Psy 401.)

Z grade (This means that the grade is pass/fail. It will not positively impact your GPA if you earn a Passing grade but will impact your GPA negatively if you earn a Failing grade.)

1 - 3 Credits (This means you could enroll in Psy 401 for 1 credit, 2 credits, or 3 credits depending on the number of hours you plan on working at the site during that semester.

See hour expectations below.)

PREREQUISITES

Instructor Approval Required (This means once you have set up an internship experience, you need to seek approval of your internship experience from a psychology professor who agrees to sponsor the experience.)

Hour Expectations

Psy 401 credits are based on the number of hours obtained in the internship experience in addition to the expectation that you will spend an hour per week meeting with Dr. Dowling (Internship Coordinator for Psychology) and other students enrolled in Psy 401¹ and engage in at least another hour per week reflecting on your experience and reading relevant material (unless you are only completing a one credit hour internship). (See the relevant portion of the course catalog below (or online [here](#)))

Credit Hour(s)	Hours of work for the course per semester	Hours of work at the site per semester	Hours per week at the site for a 15 week semester*
1	45	30	2
2	90	60	4
3	135	105	7

*The hours would be higher per week if the internship is being completed during a shorter period of time.

*The hours per week may vary based on site needs but the total hours of work for the course per semester needs to accumulate to the required number by the end of the semester.

¹ If your internship is located outside of Oxford, virtual weekly meetings will be arranged.

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Course Catalog Description of Credit Hour Expectations

The Semester Hour

A semester hour is a unit of credit earned for academic work that includes no less than one hour of classroom or direct faculty instruction AND a minimum of two hours of out-of-class student work for approximately 15 weeks for one semester (or the equivalent amount of work over a different amount of time); OR a semester hour is a unit of credit earned for an equivalent amount of work, as required above, for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. A typical 3-hour course requires a minimum of 2,250 contact minutes each semester. For courses taught in an online and/or asynchronous format, the amount of instruction and student work must be equivalent to that for a traditional course.

Steps to take if you would like to complete an internship:

1. Contact Dr. Dowling (cbdowlin@olemiss.edu, Office: Peabody 201A) to express your interest and obtain a current list of the potential internship sites for psychology majors.
2. Review the current list of the potential internship sites for psychology majors. You may also provide suggestions for internship sites not on the list to Dr. Dowling (e.g., an internship out-of-state in your hometown during the summer).
3. Decide where you would like to seek out an internship experience. Alternative placements should be approved in advance by Dr. Dowling.
4. Follow the directions provided for that location for interested students or contact your proposed internship site (if they are not on the list) and express your interest.
5. If you are accepted as an intern at a location, you need to create an understanding with the site about the expectations and you and your supervisor at the site both need to document this agreement by sending the following information to Dr. Dowling via email (cbdowlin@olemiss.edu) or in hard copy format in my mailbox in Peabody 207. Please note in your conversations about your responsibilities at the site that you should be doing more than simple clerical tasks while there but you cannot be expected to provide services that require a professional license either.

Information you need to include:

- Semester/Year of enrollment:
- Your name:
- Your school email:
- Start Date of internship:
- End Date of internship:
- Name of Remote Site:
- Address of Remote Site {City, State}:
- Supervisor Name at remote site:
- Supervisor Contact Info:

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- Description of the activities you agreed you will engage in:
- Description of the nature of on-site supervision you were told you would receive:
- Description of the time schedule (hours/week; number of weeks). *Please note that you should not spend more than 105 hours/semester total on site for a 3 credit hour course.

Information you need to have your on-site supervisor send Dr. Dowling:

- Name of on-site supervisor
- Name of student.
- Location of project.
- **Description of the activities the student will engage in.** *Please note that student activities should be more than simple clerical tasks but they cannot provide services that only licensed professionals can provide.
- **Description of the nature of on-site supervision.**
- Description of the time schedule (hours/week; number of weeks). *Please note that they cannot spend more than 105 hours/semester total on site.

6. Follow the potential internship site's expectations to prepare to perform the expected duties (e.g., completing a background check)

7. Complete an Add Class form for Psy 401, Section 1 with Dr. Dowling for the relevant semester and obtain her signature on the form.

8. Complete the expected hours and responsibilities for the site and the course objectives and expectations (provided by Dr. Dowling).