How To Sign Up For An Internship In Psychology

First, you must have a minimum GPA of 3.0 in order to engage in an internship. If you do not meet this minimum, you are not eligible for an internship. If you do meet this requirement, continue as outlined below.

These are the steps:

1. Research what field of psychology you are interested in obtaining real world experience in.

2. Find out what internship sites are available in your area. There is a partial list of potential sites available to you on the Psychology department’s website. This list is by no means exhaustive, but can give you a sense of where to start in finding an appropriate site. You can also look at internship opportunities using Course Leaf.

3. Determine if the internship site is appropriate for Psychology. To do this, you need to consider two basic questions:

a) Will your internship activities involve some aspect of psychology? (Counseling, working with children, clinical therapy or research, industrial and organizational psychology, etc.).

b) Will your daily duties primarily involve meaningful work? (as opposed to clerical or mundane office duties such as filing, copying, or coffee making).

If the answer is yes to both of these questions, the chances are it will be an appropriate internship for psychology.

4. Contact the organization(s) you would like to intern at and set up an appointment to secure an interview. While at that appointment, obtain a list of your duties for the organization and the approximate percentage of time you will spend in each. Finally, obtain a business card from the person who will be your direct supervisor at the organization. Both of these will be submitted to Dr. Achorn.

5. Download and fill out Sign-Up Form (and sign it). Scan these documents (or take clear pictures) and email them to [Eileen.achorn@utsa.edu](mailto:Eileen.achorn@utsa.edu).

6. Obtain permission from Dr. Achorn to enroll in internship credits. If Dr. Achorn does not approve of the site and/or duties, you will need to find another site whose duties or mission is more in line with a psychology internship experience.

7. Enroll in internship credits. The psychology department will automatically enroll you if Dr. Achorn has approved the site; students cannot self-enroll in the internship course. Internships are offered CR/NC only; letter grades are not assigned to internships. Internship credits count as upper-division elective hours only. Internship credits cannot be earned retroactively.

Note: Internship credits are offered in the Fall and Spring semesters only. Internship hours may be accrued in the summer for Fall semester credit with special advance approval by the internship coordinator.