

# INTERNSHIP PROGRAM AND PROCEDURES

Undergraduate Majors in Child Learning and Development, Cognitive Science, Neuroscience, Psychology, and Speech-Language Pathology and Audiology.

The School of Behavioral and Brain Sciences offers a class that allows students to intern, on a volunteer, no pay basis, in the community and receive college credit. This class is open to undergraduate majors in Child Learning and Development, Cognitive Science, Neuroscience, Psychology, Speech-Language Pathology and Audiology. Juniors and Seniors with at least a 2.5 GPA are eligible to enroll.

## **How do I register for the class?**

Go to the BBS Internship link:

<http://bbs.utdallas.edu/new/internships/>

- The first step is to place your name on the application list for the class by visiting: [Online Submission Form](#).
- Because class size is limited, please submit the online submission form as soon as you are **sure** that you would like to intern.
- You must then find a place to do your internship. A list of possible sites is available at: [View Internship Opportunities](#). You must personally call the sites you are interested in and set up the internship. Once you have secured an internship, contact the internship coordinator and inform them of the site you have chosen.
- All correspondence between you and the internship coordinator **MUST** be done via your UTD email account, so please make sure you check it often for internship information.
- Within a week of submitting the Online Submission Form, you should receive an email in your UTD email account letting you know that you have been authorized to be registered in the internship course. You may not register for this class on your own, you must go see one of the BBS advisors and they will register you.
- If you wish to remove your name from the internship list or move your name to another semester, you must contact the internship coordinator to keep them updated.

## **Why should I do an internship?**

- The experience you gain is useful in helping you make decisions about your future career.
- You will develop professional skills needed to succeed in your future profession.
- You may gain valuable networking opportunities and future career resources.
- Your experience looks great on your resume or application to graduate school.
- Based on your performance, your agency supervisor may offer letters of recommendation for scholarships, jobs, or graduate schools.
- You will be able to use your classroom experiences in a practical manner.

## What are the requirements?

- Only Juniors and Seniors may register for an internship.
- Students are required to have at least a 2.5 GPA to enroll in the course.
- Internship enrollment of students who work at a full-time job is **strongly not advised**. There are not enough hours in the day to accommodate class schedules, work, and internship agency hours and the meetings at UTD.
- All registered interns should be working at their agencies beginning the **first week of classes** at the onset of each semester. Hours begin to accumulate at this time.
- Any agency training that is required of students counts toward the weekly 8 hours required by the internship program.
- The course grade is Credit or No Credit.
- Work 8 hours per week at the agency of your choice. You can work all 8 hours in one day or break up the hours in any way that you and the agency agree upon (e.g., 2 days X 4 hours or 4 days X 2 hours).
- Keep a daily diary of your on-the-job internship experiences.
- Attend one (1) class meeting per month at UTD to discuss your experiences concerning oral assignments given to you in advance.
- At the end of the semester, turn in 3 summaries of 3 journal articles that pertain to your work at the agency (e.g., domestic violence, and psychotherapy or substance use.).

## What types of internships are available?

- Youth and adult social and educational development agencies like schools and the YMCA
- Child abuse, domestic violence and rape crisis shelters, intervention, counseling and prevention programs.
- Child, teen and young adult crisis counseling, intervention and residence programs.
- AIDS/HIV counseling and support services.
- Alcohol and drug abuse counseling and prevention programs.
- Poor, homeless and indigent services, counseling and support programs.
- Multi-purpose human provider programs that provide counseling, public relations, and research assistance.
- Child and adolescent psychiatric programs.
- Neuropsychological and neuron-cognitive assessment agencies
- Programs for re-training developmentally challenged, delayed and brain injury clients.
- Suicide intervention.
- Senior citizen services.
- Many more agencies, including those you contact directly.

## Where should I intern?

- A list of approved opportunities can be found at [Internship Opportunities](#).
- More opportunities can be found at [www.volunteernorthtexas.org](http://www.volunteernorthtexas.org). These opportunities must receive approval prior to beginning your internship.

## What forms do I need to bring to the internship class?

- [Internship Information Form](#) - To be completed by student and brought to first internship class.
- [Indemnification Form](#) - To be completed by student and brought to first

internship class.

- [Other information](#) - Helpful hints on choosing an internship and intern etiquette

**Questions or Problems?**

Contact the Internship Coordinator Amanda Goldstein at **972-883-4339** or email her at [amanda.goldstein@student.utdallas.edu](mailto:amanda.goldstein@student.utdallas.edu)