

The Internship Handbook

Department of Psychology, Union College

An internship can be a valuable experience for the psychology student. It offers practical experience in the discipline and enables students to apply what they have learned in the classroom. An internship will help students decide their future career goals in psychology by providing experience of what professional psychologists do in the workplace. Many students work in internships over the summer or winter break, but to receive academic credit for an internship, students typically will take part in a part-time internship during the term at Union. This is because students must have a member of the Union College psychology department supervise internships and award grades, and it would be very difficult for a faculty member to do so at a distance.

To receive academic credit for internships, students must fulfill several requirements (listed below). Perhaps the most important requirement is that the internship must provide students with a relevant and meaningful work experience: Students should learn about what a professional actually does day-to-day in that setting. Whereas an internship focused on clerical work would not earn academic credit, an internship shadowing a school psychologist would. In addition to a work experience component, the "internship for credit" also has an academic component in the form of a significant academic project. In collaboration with the faculty supervisor, students devise a reading list of scholarly works related to the work experience and complete a significant academic project. The academic project is usually a major 25-page paper, but some faculty members may accept or even prefer several shorter academic papers.

The details of the internship placement, the reading list, and the academic project must be on the Internship Contract Form (appended to the end of this document), which should be approved by the faculty supervisor and the Chair of the Psychology Department before commencement of the internship. Copies of the completed form should be given to the faculty supervisor and the Psychology Department administrative assistant, Christine Mennillo.

Internship requirements are as follows:

- Psychologically relevant work experience
- Reading of related literature and writing of academic paper(s) as arranged with faculty supervisor
- 100 hours of work at the site
- Cannot be a paid internship position

Internships are listed as PSY 490 Independent Study, and only one such course may be counted towards the major.

Planning your Internship

The first step in planning your internship experience is to decide what most interests you about psychology. Do you want to do research, or clinical work, or something in education? What sort of population do you want to work with? The next step is to conduct research to find suitable organizations from which you can gain the

sort of experience that interests you. You can start by seeking advice from professors whose teaching and research relate to your area of interest. You might also examine the list of potential sites below for places that look appealing to you. You might also consider your own network: perhaps your parents or a friend's parents or a family friend works in the field or knows someone who does and can offer advice and help. You can also check out the New York State Office of Mental Health website for information about various licensed programs in the area at [OMH NY Directory](#) .

Once you have narrowed down the list of sites to places that interest you, you will approach the organizations or institutions and offer yourself as an intern. Some of the sites listed below have welcomed Union students in the past and they will likely be familiar with the concept of a student internship and open to your request. And some of the sites have established volunteer programs that may provide you with a ready-made internship or can be slightly tweaked to fit the requirements. Other sites may be unfamiliar with the internship concept, but open to your request. In order to maximize your chances of being accepted as an intern, you should make your approach in a professional manner. Send a letter or an e-mail then follow it up with a phone call. Be sure to emphasize what you can offer the organization as well as what you want to get out of the internship. If you are asked to go for an interview, treat it as you would a job interview: dress professionally, be on time and be courteous.

In the planning stage, you may want to approach a few different sites at the same time so that you can visit and investigate whether they really are places where you want to spend your time. Bear in mind that it may take you some time to set up your internship with a particular site, so start your planning early.

Potential Internship Sites

Clinical Sites

Albany County Crime Victim and Sexual Violence Center

Harold L. Joyce Albany County Office Building

112 State Street, Room 1118 | Albany, NY 12207

Phone: (518) 447-7100 | Fax: (518) 447-7102

[Website](#)

[Email](#)

Albany County Department of Probation

Albany County Rapid Assessment, Intervention, and Linkages Program

60 South Pearl Street | Albany, NY 12207

Phone: (518) 487-5200 | Fax: (518) 487-5204

[Website](#)

Albany Damien Center

646 State Street Albany, NY 12203

Phone: (518) 449-7119

[Internship Website](#)

[Email](#)

Anxiety and Phobic Disorders Center at Pine Bush Mental Health

1A Pine West Plaza Albany NY 12205

Phone (518) 862-1665 fax (518)862-1668

[Email](#)

Campbell House Psychological Associates

101 State Street Schenectady, NY 12305

Phone: (518) 346-0762 Fax: (518) 346-0783

[Website](#)

[Email](#)

Center for Disability Services

314 South Manning Blvd. Albany, NY 12208

Phone: 518-437-5700

[Website](#)

Community Hospice of Schenectady County
1411 Union Street Schenectady, NY 12308
Phone: (518) 377-8846 Fax: (518) 377-8868

[Website](#)

Conifer Park
79 Glenridge Road Glenville, NY 12302
Phone: 1-800-989-6446 eFax: 518-691-9317 518-691-9211

[Website](#)

Ellis Hospital
Department of Mental Health Services
1101 Nott Street Schenectady, NY 12308
Phone: 1.888.355.4746

[Website](#)

Four Winds Hospital
30 Crescent Avenue Saratoga Springs, NY 12866
Phone: (518) 584-3600

[Website](#)

Gilda's Club Capital Region NY
8 Wade Road Latham NY 12110
Phone: (518) 782-9833 Fax: (518)782-9835

[Website](#)

[Email](#)

Northeast Parent & Child Society
530 Franklin Street Schenectady NY 12305
Phone: 518-346-1284 | Fax: 518-377-8714

[Website](#)

[Email](#)

Fran Altshuler, Associate Director of Volunteers and Student Interns
Pathways Nursing and Rehabilitation Center
1805 Providence Avenue Niskayuna NY 12309
Phone: (518) 374-2212 Fax: (518)-374-4330

[Website](#)

[Email](#)

Rehabilitation Support Services, Inc.
Albany & Schenectady Counties
314 Central Avenue Albany NY 12206
Phone: (518) 462-1094 Fax: (518) 462-1097

RID-USA, Inc. (Remove Intoxicated Drivers)
Phone: 1-888-283-5144 Fax # 518-370-4917
[Website](#)

Saint Peter's Addiction Recovery Center (SPARC)
3 Mercycare Lane Guilderland NY 12084
Phone: (518) 452-6700
[Website](#)

Samaritan Hospital
Department of Behavioral/ Mental Health Services
2215 Burdett Avenue Troy NY 12180
Phone: (518) 271-3374
[Website](#)

Samaritan Hospital
Sexual Assault and Crime Victims Assistance Program
2215 Burdett Avenue Troy NY 12180
Phone: (518) 271-3257
[Website](#)

Samaritan Counseling Center
220 North Ballston Avenue Scotia NY 12302
Phone: (518) 374-3278
[Website](#)

Samaritans Suicide Prevention Center
650 Warren Street Suite 1 Albany, NY 12208
Phone: (518) 689-4673

Saratoga Hospital and Nursing Home
Saratoga Hospital Psychiatric Inpatient Unit
211 Church Street Saratoga Springs NY 12866
Phone: (518) 587-3222

[Website](#)

Sexual Assault and Crime Victims Services
Planned Parenthood Mohawk Hudson
1040 State Street Schenectady NY 12307
Phone: 518-374-5353 Fax: 518-347-1413

[Website](#)

Sunnyview Rehabilitation Hospital
Psychology Group
1270 Belmont Avenue Schenectady NY 12308
Phone: (518) 382-4500

[Website](#)

Wesley Health Care Center
131 Lawrence Street Saratoga Springs NY 12866
Phone: (518) 587-3600

[Website](#)

YWCA-Domestic Violence Shelter
44 Washington Avenue Schenectady NY 12305
Phone: (518) 374-3394

[Website](#)

Educational

Boys & Girls Clubs of Schenectady
400 Craig Street Schenectady NY 12307
Phone (518) 374-4714 Fax: (518) 374-4433

[Website](#)

Shane Bargy, Executive Director

[Shane's Email](#)

Head Start Albany County
Albany Community Action Partnership
333 Sheridan Avenue Albany NY 12206
Phone: (518) 463-3175 Fax: (518) 463-8185

[Website](#)

[Email](#)

Head Start Saratoga County
39 Bath Street PO Box 169 Ballston Spa NY 12020
Phone: (518) 288-3206

[Website](#)

Head Start Schenectady County (SCAP)
913 Albany Street Schenectady NY 12307
Phone: (518) 374-9181 Fax: (518) 374-9190

Parsons Child and Family Center
60 Academy Road Albany NY 12208
Phone: (518) 426-2868

[Website](#)

Schenectady City School District
108 Education Drive Schenectady NY 12303
Phone: (518) 370-8100

Kate Abbott, Director of Instructional Support
Phone: (518) 370-8100, ext. 40107 or 40105

[Email](#)

List of Relevant Courses Previously Taken or Currently Taking: (If possible, students should complete relevant course work before starting an internship).

Preliminary Reading List: (You may attach an additional sheet if necessary).

Description of Significant Academic Project: (A major 25-page paper or equivalent).

Signature of Student: _____

Signature of On-Site Supervisor: _____

Signature of Faculty Supervisor: _____

Signature of Psychology Department Chair: _____