

## PSY4949 INTERNSHIP EXPERIENCE: REQUEST FOR SITE APPROVAL

PSY 4949 Internship Experience aims to provide students with practical experience to complement their formal psychology coursework. Qualified professionals must supervise students who can provide a psychologically relevant experience in an applied setting.

Expectations:

- Work should enhance understanding of psychology—routine office tasks (e.g., filing) are not appropriate.
- Students must complete 50 hours per credit hour, regardless of term length.
- This is a volunteer-based course—students may not be paid.

For more details, visit our website, [Internship Experiences – Psychology](#), or email Dr. Shani Kerr, the Experiential Learning Coordinator.

### AGENCY INFORMATION

Please complete the following information. (It is recommended that you save the form before filling it out.)

AGENCY NAME:	ADDRESS:	
CONTACT PERSON:	EMAIL:	PHONE and FAX:

Please select the following as it applies:

Seeking one-time approval for this student only

Seeking Agency Approval (Agency added to our list of approved sites)

STUDENT NAME:	
EMAIL:	

### Agency Documentation

Using additional pages as necessary, please provide **ALL** the required information in the order specified below, with the letter of each section (a, b, etc.) marked. Make sure to explicitly detail the relevance to psychology throughout your responses, with a clear description of the aspects of the work related to psychology and how they are related.

- Statement of the agency's willingness to provide the student with a meaningful educational experience.
- Describe the staff training that will supervise the student.
- Describe the training that will be provided to the student.
- Description of the duties and responsibilities of the student.
- Statement of liability insurance arrangements for volunteers regarding their interaction with clients (if not a state agency).
- Describe the criteria that will be used to evaluate the student's performance.

**Return this form with any attachments to Dr. Shani Kerr at [s.kerr@ufl.edu](mailto:s.kerr@ufl.edu)**