

STUDENT INFORMATION HANDOUT SHEET
Steps for Securing, Applying, and Registering for PSYC 489
Cooperative Education/Internship

Review PSYC489 requirements:

1. Student verifies he/she meets the following internship requirements:
 - Junior or Senior standing, with a declared major in Psychology (B.A. or B. S.)
 - Psychology GPA 2.5 or higher
 - Overall GPA of 2.5 or higher
 - Work at least 120 hours per semester at internship

Find a job internship site and complete PSYC489 application:

2. Student finds an internship, perhaps their current job, any psychology-related volunteer or paid position. Visit or contact Career Services for assistance:
Campus Life Building 220
815-753-1641 (careerservices@niu.edu)
3. Student talks with job site(s) and secures a position.
4. Student completes PSYC489 application and submits it to Dr. Leslie Matuszewich (Psychology Internship Director) in the Psychology office (PM 400).

Meet with Psychology Internship Director and complete PSYC 489 Contract:

5. Student arranges for a meeting with Dr. Matuszewich (753-1066 or lmatusze@niu.edu).
6. Leslie Matuszewich and student meet to discuss requirements and sign the PSYC 489 Contract.

Complete Career Services Paperwork:

7. Student reports the internship to Career Services by filling out the **online form** for internship/coop on **Career Services website**. This allows Career Services to send out a Training Agreement and evaluations. (<http://www.niu.edu/careerservices/forms/reporting/internship.shtml>)
8. Student takes the signed PSYC 489 Contract to Career Services, to Kathie Coulter, Campus Life Bldg, room 220, where she will check to make sure the internship is registered (see #7 above) and she signs the PSYC 489 Contract.

Turn in PSYC 489 Contract to Psychology Office and Student Registers:

9. Student returns the PSYC 489 Contract to the Psychology office (PM 400) for the Department Chair to approve. The student will be notified (via email) when the contract is approved and the permission has been entered into the computer.
10. Student registers themselves for the course. If a contract is submitted after the university's add/drop deadline, the department office will advise the student regarding registration.
11. Career Services will send out a Training Agreement to the site and will send out two evaluations during the semester.
12. The Internship Director will review the course requirements and assign a grade at the end of the semester.

*****Note: Please start and complete this process as early as possible, as course space is limited*****