

Internship Process for Clinical/Counseling Concentration Students

All students on the clinical/counseling concentration are required to complete 3 credit hours (120 clock hours) of PSY 488, a field placement or internship. Since this experience is considered one of your capstone requirements it is recommended you complete your internship during your junior or senior year, preferably after completing PSY 310, however, this is not required. You may be wondering what is the process to find and complete an internship? Please use the steps and information below to get you started.

If you have questions throughout this process, please contact the Internship Coordinator for the Clinical/Counseling Concentration, Dr. Tracy Richards (she/hers), at Tracy.Richards@ColoState.edu

Step 1: Look for an Internship

- The first step is to consider which semester you would like to complete your internship credit. Make sure to work with your academic advisor on mapping this out in your graduation plan based on your needs and interests. A quick reminder that it is preferred that you have taken PSY 310 (Basic Counseling Skills) before completing your internship, however, it is not required.
- 3-4 months prior to the semester you would like to complete your internship is a good time to start looking at internship site possibilities and reaching out to the site contacts to see if an internship is available. You can find a list of potential sites on the Psychology Department website: [here](#) and also on the [Career Center](#) website.
- Here are a few things to consider when picking an internship site:
 - How would this internship help you progress towards your goals in the clinical/counseling field?
 - What populations do you want to work with?
 - Do you have access to transportation or would an on-campus location work better?
 - Are you concerned about passing a background check?
- If you would like to complete your internship at a site that is not listed on the approved list, please contact Dr. Tracy Richards directly for approval and next steps.
- **Please note that internship credit cannot be given retroactively. If you plan to complete an internship over the summer, know you will need to register for those credits during the summer and pay for summer tuition through CSU.**

Step 2: Contact Internship Sites

- Pick a few sites you are interested in completing an internship with and decide how you want to contact them. Email is the preferred way to contact most sites. You can choose to email 2-3 sites at one time, or you can start with one site while having back-ups in mind.

- When emailing sites, don't forget to attach your resume! For help on creating a resume, go to www.career.colostate to view drop-in hours or to schedule an appointment with a Career Educator. In the meantime, check out this [CSU resume guide](#).
- Remember to include a cover letter; see this [CSU cover letter guide](#) for how to write a great email to a potential employer.

Step 3: Prepare for your Interview

- Each site will handle the interview process slightly differently. Remember that an interview is a two-way process. It is a chance for the organization to get to know you and see if you would be a good fit for their internship. It is also a chance for you to ask questions and see if it is a place you would enjoy working and help you gain valuable experience.
- Prior to the interview consider doing the following:
 1. Review the organization's website and other related sources and write down questions. Come to the interview with at least a few questions you want to ask about the organization, the internship, your supervisor, etc. [Check out this interview prep guide from the CSU Career Center](#).
 2. For help on preparing for your interview, go to www.career.colostate to view drop-in hours or to schedule an appointment with a Career Educator. Consider fine tuning your interview skills through a resource at the CSU Career Center called Big Interview. You can learn more [here](#).
 3. Be able to articulate why you are interested in an internship with that specific organization.

Step 4: Register for Internship Credit

- Congratulations! You have secured an internship. Your next step is to contact Dr. Tracy Richards at Tracy.Richards@ColoState.edu, the Clinical/Counseling Concentration Internship Coordinator, to receive the appropriate paperwork to register for your credits. Tracy will outline the next steps for completing the paperwork and registering for the credits.