

INTERNSHIP CHECKLIST

TO BE CONSIDERED ELIGIBLE TO APPLY PLEASE CHECK DUE DATES FOR ALL CHECKLIST ITEMS	COMPLETED
GIVE JULIE THE FOLLOWING:	
<u>DUE BY OCTOBER 1st</u> A “clean” unofficial transcript (with no incompletes or “no grades”). Make sure you have no incompletes.	
<u>DUE BY OCTOBER 1st</u> Signed/approved dissertation committee approval form form (must be completed prior to proposal defense)	
<u>DUE BY OCTOBER 1st</u> Signed Approved dissertation proposal and Dissertation Proposal Signature Page	
<u>DUE BY OCTOBER 1st</u> Evidence of IRB submission (copy of first two pages of IRB application) or note from IRB verifying submission is not necessary	
<u>DUE BY OCTOBER 1st</u> Evidence of successful completion and/or remediation of general and clinical comps questions	
<u>DUE BY OCTOBER 1st</u> Evidence that all Clinic paperwork form is completed (form signed by Kelly Moore) emailed to you by Julie	
<u>DUE BY OCTOBER 1st</u> A breakdown of your total Intervention, Assessment, Support, and Supervision hours up to November 1– these numbers should match the numbers on your internship application – NOTE – the AAPI may not ask for these numbers individually, but APA may – please provide all four categories to Julie	
Time2track must be up to date by May 1st and maintained up to date moving forward	
<u>DUE BY OCTOBER 1st</u> PsyM degree posted on transcript	
<u>DUE BY JUNE 1st</u> EVIDENCE OF SUCCESSFUL COMPLETION OF CLINICAL ORALS EXAM PRIOR TO JUNE 1 – Oral exam form	
<u>DUE BY OCTOBER 1st</u> Complete a file review with Julie Skorny to ensure all coursework and credits have been completed	
TASKS TO COMPLETE IN DEPARTMENT	COMPLETED
Meet with DCT individually to review your penultimate internship list, hours, and how you will present yourself. Prepare a written list of 3 of your strengths and 3 areas for further development. You must submit a copy of your essay and CV one week prior to your meeting.	
DCT has approved drafts of your CV and essays	
Recommended Steps: follow calendar provided by DCT at April 2025 internship prep meeting	
AAPI – Complete the portions of the AAPI that the DCT must verify (Doctoral Program Summary). Request his/her electronic approval. Then s/he will ask Department Administrator if you have met above eligibility requirements. If so, s/he will review your AAPI in the order that s/he receives it or when you become eligible. S/he will either apply an electronic signature or ask you to revise and request that it be sent her again. Because s/he must write a personalized letter of recommendation for you, s/he needs at least a week to do this before you can submit an application to an internship. Send this to the DCT as soon as you are finished filling it out.	