

Hints for Applying to Internships

- It is recommended that you apply for a *minimum* of 3-5 internships. Past interns recommend applying for as many internships as possible and start applying early!
- **Applications are generally due as early as December.** Most are due in January, but some deadlines go as late as February/March.
- Interviews are generally January through March
- To apply, most schools want the following:
 - o Resume/CV
 - o Letter of interest/cover letter
 - o 2-3 letters of recommendation
 - If you plan to ask professors, allow 3-4 weeks for them to finish the letter
 - o 1-2 sample reports/evaluations without identifying information
 - o Copies of all 3 clearances
 - o Official transcripts
 - Transcripts requests can be found in Lyle, 1st floor; allow *at least* 5 days after request to receive transcripts
- If you are cold-calling districts, often the Director of Psychological Services or Director of Special Education is the best person to speak with
- Stipends typically range from \$5,000 - \$15,000. Some districts do not offer a stipend.
- If your potential internship site has **never** had an intern in the past, you must have the site approved by Dr. Kaiser before accepting the position
- If your potential internship site is more than **2 hours** away from Millersville, you must have your site approved by Dr. Kaiser and follow the "Guidelines for Long Distance Internships" before accepting the position
- Check the School Psychology Program D2L page for internship postings