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:
  - Resume/CV
  - Letter of interest/cover letter
  - 2-3 letters of recommendation
    - If you plan to ask professors, allow 3-4 weeks for them to finish the letter
  - 1-2 sample reports/evaluations without identifying information
  - Copies of all 3 clearances
  - 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