



I/O Psychology

Application for Internship

Section I. Personal Information:

1) Name: (Last) _____ (First) _____ (Middle) _____

2) Social Security #: _____

3) Home phone: _____ Work phone: _____

4) Local address: _____

(City) _____ (State) _____ (Zip code) _____

Section II. Interests & skills:

(Note: Complete the items in this section **only** if you are currently attempting to locate an internship. If you have already identified a site, proceed to Section III on page # 2). However, it is advised that you discuss any possible internship sites and/or the types of internship experiences of interest to you before contacting specific settings.

1) Please rank the general area within the field of I/O in which you would prefer to work during your internship. Use a rank of "1" (most preferred) to "6" (least preferred).

Rank:

_____ Personnel (e.g., job analysis, test development/validation, performance evaluation)

_____ Organizational Development (e.g., team building, organization diagnosis)

_____ Organizational Behavior (e.g., job attitudes, communication networks, work roles)

_____ Human Factors (e.g, job design, information processing, human-machine interface)

_____ Industrial Relations (e.g., conflict resolution, legal issues, collective bargaining)

_____ Vocational/career counseling (e.g., interest assessment, career path planning, EAPs)

2) Please describe the types of activities that you would like to perform during an internship. This will assist us in helping you find an appropriate site. Please be as **specific** as possible.

3) (Optional). Please describe any constraints (e.g., physical, mental, geographic, transportation, other responsibilities) that may limit your performance during an internship and any accommodations that you may need to perform the work satisfactorily.

4) Briefly, list any relevant work experiences that you have had:

A) _____

B) _____

C) _____

5) Would you be willing to accept an unpaid internship? (Please circle your answer). No Yes

6) Please provide a **vita, separate from this application, to be included in your file.**

Section III. Internship site information:

1) After a possible internship site has been identified, you need to submit a proposal to be evaluated by your committee (on a separate sheet of paper) which includes:

A) A summary of the company (e.g., nature of the business, product(s), company size);

B) A detailed description of the internship duties (e.g., type of work performed, tasks, duties)

C) Name and background of your immediate supervisor (e.g., job title, educational degree);

D) Anticipated starting and ending dates; number of work hours (must be at least 600 hrs)

2) Internship site address: _____

(City) _____ (State) _____ (Zip code) _____

3) Work phone: _____

4) Work/out-of-town e-mail address: _____

Section IV. Agreement & approval signatures:

I agree to work for (Print Company Name)

_____ **in the position of:**

(Print position title) _____.

By agreeing to this placement, I realize that I am making a professional commitment to fulfill the duties that I have described, and will abide by any policies of the University of West Florida and the company concerning interns and/or employees.

Student signature: _____ **(Date)** _____

Site supervisor signature: _____ **(Date)** _____

Committee Chairperson signature: _____ **(Date)** _____

Committee Member signature: _____ **(Date)** _____