

Internship Search for Psychology Students

If you are interested in completing an internship in the field of psychology, below are 4 steps you can take to locate and secure an internship. If you are enrolled in an internship class, be sure to check in with your instructor first to make sure that the internship will qualify for credit before you begin. If you need assistance along the way please contact the Career Services Office or call (802) 860-2720 to schedule an appointment.

Decide → Network → Search → Apply

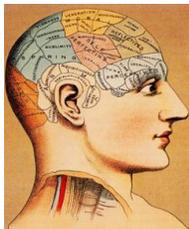
Step 1: Decide what path you want to pursue.



Criminal Justice – You may want to consider doing an internship at a local police department, victim’s assistance program, corrections facility, offender re-entry program, offender rehabilitation, drug and alcohol prevention program, court diversion program, community peace and justice center, public defender’s office, crisis center, or a juvenile detention center, among others.



Industrial/Organizational – You may want to consider doing an internship in any human resources department or an organization that focuses on: human resources management, recruiting, compensation and benefits, employee retention, and training and development or career coaching.



Preclinical – You may want to consider doing an internship at a health care facility, mental health community organization, government agency or program related to: clients with special needs (children or adult populations), substance abuse, mental health, wellness, victims of crime, or families dealing with domestic violence.

Step 2: Network (talk to people) to get information.

Talking to faculty, classmates, advisors, and anyone you know who works in the field is a great way to learn about opportunities.

Step 3: Search for internships posted online and also search for businesses you can reach out to. Do this by using job search engines and company websites.

Sometimes a volunteer position can be converted into an internship experience... it never hurts to ask because it can be a great way to get your foot in the door! If you're interested in an organization that doesn't have available internship opportunities currently listed on their website, you should send a [letter of interest](#) along with your [resume](#) to a specific contact person at that company. Use the websites below to locate internships and/or companies in VT.



Use **JobSpot** to search for internships that are posted by staff in the career services office. These employers are specifically looking for Champlain College Interns! Most of the internships are local (VT).
URL: <https://champlain-csm.symplicity.com/students/>



Use **Idealist** to search for internships and volunteer opportunities at nonprofit business nationwide. You can also use this website to generate a list of nonprofit organizations. This may help you get ideas for places to pursue. URL: <http://www.idealists.org/>



Use the **United Way of Chittenden County** to view local volunteer opportunities (400+) or get immediate access to contact information for human service agencies and non-profits (Click on the "Member Agencies" tab to view contact info). URL: <http://www.unitedwaycc.org/>



The State of Vermont Internship Program facilitates the placement of interns throughout Vermont state government.
URL: http://humanresources.vermont.gov/career_center/internship_opportunities/



Use the Internship Bank on the **Lake Champlain Regional Chamber of Commerce** website to find listings for paid internship opportunities.
URL: <http://www.vermont.org/cwt/external/wcpages/wcjobbank/joblistings.aspx>



Vermont Businesses for Social Responsibility (VBSR) is a non-profit, statewide business trade organization. The website has a list of local internships for a wide variety of majors.
URL: http://vbsr.org/index.php/pages/static/cat/available_internships/



Use **USAJobs** to search for student jobs within the Federal government. Individuals interested in starting a Federal career may be interested in Student Career Experience Program (SCEP), the Federal Career Intern Program, or the Presidential Management Fellows Program (graduate students). URL: <http://www.usajobs.gov/studentjobs/>

Step 4: Apply! Update your resume, write a cover letter for each position you are applying for, and brush up on your interviewing skills. For more information on these topics please visit the links on the [Career Services Website](#). Below you will find helpful links and samples.

Resume: <http://www.champlain.edu/Career-Services/Students/Resumes.html>

A resume is a summary of your qualifications, education, and experience highlighting major accomplishments and your ability to produce results relevant to your career goals. A resume should tell who you are, what you know, what you have done, and what you would like to do that qualifies you for a particular job or career field.

Cover Letter: <http://www.champlain.edu/Career-Services/Students/Cover-Letters.html>

Cover letters should reinforce the qualifications presented in your resume and highlight how your skills and personality would be a good fit for the company. A basic cover letter should include:

Paragraph 1: State the position you are applying for and how you found it. State one characteristic of the company that you admire. Describe your excitement to bring (2 skills) to the position.

Paragraph 2: Briefly give details concerning your background and experience as it relates to the position you are applying for. Provide one or two specific examples that illustrate the skills you mentioned in the opening paragraph.

Paragraph 3: State that you are available for an interview or to further discuss your qualifications and give them a number to reach you. Describe any items you have enclosed. Re-assert your excitement to be considered for the position and thank them for their time.

Interviewing: <http://www.champlain.edu/Career-Services/Students/Interviewing.html>

Interviews give you the chance to describe how your talents and personality fit the needs of the position. Hiring managers and selection committees rely heavily on interview outcomes when deciding whether or not to extend an offer. The keys to a successful interview are preparation, practice and presentation. Some common interview questions are:

- Please tell me about yourself.
- What makes you interested in this position?
- What do you know about our organization?
- What do you consider your greatest strengths?
- What would former coworkers/professors/supervisors say about you if we called them as a reference?
- Why did you choose this field?
- How did your college experience prepare you for a career in this field?
- Describe the work environment that makes you thrive.

Good luck! If you need assistance along the way please contact [Meg Sealey](#) in the Career Services Office or call (802) 860-2720 to schedule an appointment.