

Applied Experience Checklist

Student Name: _____ Contact Number: _____

Runner ID #: _____ Email: _____@runner.csub.edu

Quarter: _____ Course / Units Enrolled: _____

Print this form and save. Completed copy will be turned in.

Check off these items as they are completed:

- 1. Print and begin completing items on the *Checklist*
- 2. Go to www.csub.edu/cpsl/application.htm and submit *Application*
- 3. Wait for email confirmation for *Application* submission, **if longer than 5 days contact [CPSL](#)**
- 4. Follow email link for the *Guidelines & Limitations Quiz*

If seeking 396 or 496, then complete step 5.

If seeking PSYC 497 (i.e., course credit for current employment), then skip 5 and complete 6.

All majors other than Psychology must complete step 7.

- 5. If looking for placement, please review the [internship/volunteer](#) opportunities on our website
 - 5a. Email a current *Resume* to [CPSL](#) using Runner email for contact email
 - 5b. Wait for email confirmation for *Resume* submission, **if longer than 5 days contact [CPSL](#)**
 - 5c. Follow the email link for the *Site Interest Form*
- 6. If a Psychology major and seeking credit for a current placement, contact [Dr. Boone](#)
- 7. If **NOT** a Psychology major, obtain a *Faculty Sponsor*

- 8. Make an appointment to meet with the *Internships Coordinator*, 661-654-2100
- 9. Meet with Internships Coordinator to review *Syllabus*, sign *Contract or Petition*, and receive the *Learning Plan* assignment
- 10. **Psychology majors only:** if enrolled in PSYC 395, begin to check *WebCT* weekly for Assignments
- 11. Begin making entries in *Weekly Journal* (1 per week at least a paragraph long; any format)
- 12. Turn in the *Learning Plan* within first two weeks of placement

This form continues on the next page.

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- 11. Complete hours (1 unit = 2 hours/wk for 496/497; 1 unit = 30 hours/qtr for 396)

- 12. Turn in *Final Assignments* by 5pm last day of regular classes (before reading day and finals) for the quarter enrolled
 - 12a. Time Log signed by supervisor
 - 12b. Weekly Journal
 - 12c. Supervisor's signed Evaluation of student
 - 12d. Student's Evaluation of the site
 - 12e. Paper (see Syllabus for Paper Instructions) or Project (see Faculty Sponsor for requirements)
 - 12f. Turn in completed Checklist signed by you, indicating that all the above have been completed (as necessary)