SLU-Madrid PSY 4910 Procedures

Color Key: Student | Professor/Dr. Sarmento | Career Services

I have obtained a PSY 4910 practicum and have Dr. Sarmento's approval.

Student fills out internship application available on SLU-Madrid Internships webpage: https://forms.cloud.microsoft/r/siEhbHZU7z

Career Services reviews and approves internship application for students who meet requirements. Requests meeting with student.

Instructions continue on next page of this document.

Student provides Career Services with supervisor's contact info, if needed.

Student, the company and SLU-Madrid sign the "convenio" (agreement) and anexo. Career Services requests bill.

Company/Career Services send bill to SLU-Madrid finance. Student pays 302.50€-fee at SLU-Madrid finance office.

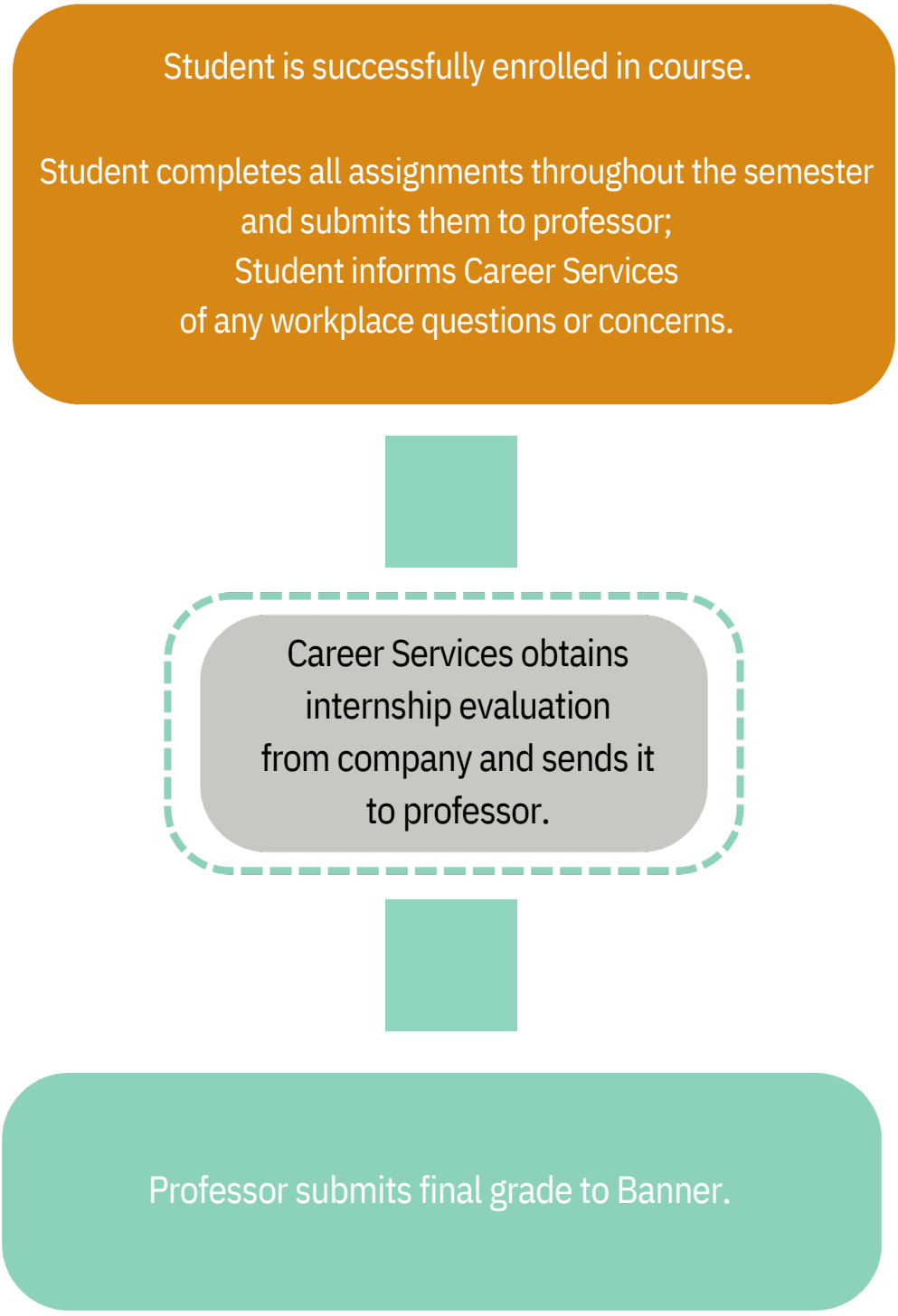
Student contacts and meets with Dr. Sarmento to:
Review the details per the anexo or agreement.

Professor:
Reviews job responsibilities and how students will be evaulated on the job;
Agrees with student how/when to submit work;
Resolves any other course-related concerns

Student requests to register for PSY 4910.

Dr. Sarmento overrides course registration.

Instructions continue on next page of this document.



Internship successfully completed.