

PSY 4810 - Internship & Field Experience Agreement EXAMPLE

The **Internship and Field Experience** class has three main goals:

1. **learn** about ways in which training in psychology can be put to use
2. **relate** field work to information learned in psychology classes and to career goals
3. **develop** useful psychological skills

This agreement is a statement of common expectations based on mutual respect between all parties involved: student, faculty, and community partner. Specific goals for each student should be created between the community partner, the student, and the course instructor (*see next page*).

Please note: The Psychology Department requires that one of the site supervisors has a relevant degree in Psychology or a related field (e.g., LCSW) **if the placement is clinical** (i.e., if the student will be involved in therapeutic settings). If the day-to-day supervisor does not have such a degree, we ask that a second supervisor cosign the contract and be available for any questions or issues the student might have, and for evaluating the student with the primary supervisor.

Student Name: Lanaia Jackson
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Mailing Address: _123 Main Street_____
City : __Salt Lake City_____ ZIP : __84100__

Instructor Name: Ilse DeKoeyer-Laros, Ph.D.
Contact Info: Phone : (801) 581-2233 Fax : (801) 581-5841
Email: ilse.dekoeyerlaros@utah.edu

Partner Organization: Awesome Place
Primary Site Supervisor: _Mike Jones_____ degree __LCSW_____
Secondary Site Supervisor: _Amanda Rodriguez_____ degree __PhD_____
Phone: _801-123-4567_____
Email: _michaeljjones@awesomeplace.org_____
Mailing Address: _1010 Business Plaza_____
City : __SLC_____ ZIP : _____

Hours per Week Agreed: _____ hours/wk for _____ total weeks
Dates: Beginning _____ Ending: _____

Agreement and Commitment

- University of Utah students agree to the following:
 - Maintain professional behavior and demeanor at all times.
 - Abide by the APA Ethics code and maintain confidentiality of agency clients at all times.
 - Maintain regular contact with agency supervisors (for training, guidance, signing off of hours' logs, and other support or feedback).
 - Arrange alternatives with supervisor in case of schedule conflicts prior to scheduled service time (at least one week in advance).
 - Immediately notify supervisor and/or course instructor of any concern, problem, or incident that transpires during the field experience activity.
- The Site Supervisor agrees to facilitate student involvement and learning in the following ways:
 - Be familiar with the broad course goals and semester timeline.
 - Provide academically relevant service opportunities for university students.
 - Provide an orientation to the mission and goals of the organization.
 - Train and supervise the student, and **meet regularly**** to provide guidance and feedback.
 - Evaluate student performance and field experience partnership at the end of the semester.

Terms of Contract

During this field experience placement, the student intends to work toward the following **goals**, and participate in the following **activities**:

Goal 1: Learn about the population I am serving at my placement.

Specific activities:

1. Conduct a literature search and find 3 recent articles from professional academic journals that deal with the population or type of organization with which I am working at my placement (from the past 10 years).
 - The first article must **review** issues relevant to that population; The other two articles must cover aspects of that population which I find particularly interesting and/or relevant to my internship.
2. After approval from the instructor, read each article and write a 1-page summary of it.

Goal 2: Create bonds with the adolescents.

Specific activities:

1. Go to the group home at least once a week.
2. Talk with the teenagers and listen to them to learn about their interests.
3. Participate in some of their activities (e.g., sports, games, homework).

Goal 3: Learn about group therapy.

Specific activities:

1. Attend weekly group therapy sessions.
2. Observe and make notes
3. Talk with the therapist and ask any questions I have, after the session.

In completing these goals, the student intends to commit to 3 hours per week for **12 weeks**, for a total of 36 hours over the course of the semester. This time commitment entitles the student to 1 credit hours of field experience (PSY 4810) when all course requirements are fulfilled.

******The supervisor agrees to meet with the student at least once each month, to discuss progress on contract goals, give feedback, and answer any questions the student may have. These meetings will be held on the following dates and times:

1. February meeting: February 17
2. March meeting: March 16
3. April meeting: April 14

Student: I take responsibility for the terms of this contract

Student's signature

Supervisor 1: I agree to supervise the above student in day-to-day volunteer work, to regularly meet with the student, and to provide an evaluation of the student's performance based upon the terms of this contract.

Primary Supervisor's signature

Supervisor 2*: I agree to function as a secondary supervisor of the above student and to provide an evaluation of the student's performance based upon the terms of this contract.

Secondary Supervisor's signature

* If applicable

Course Instructor: I approve of the terms of this contract and agree to grant University credit upon its completion.

Instructor's signature