

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: This example is for a non-clinical placement, and the requirement for a psychology or related degree (e.g., LCSW) for the supervisor is not applicable here.

Student Name: George Madrigal
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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: Really cool community organization
Primary Site Supervisor: _Martha Plainsong_____ degree ___BA_____
Secondary Site Supervisor: _n/a_____ degree ___PhD_____
Phone: _801-123-4567
Email: _plainsong@communityorg.org_____
Mailing Address: _1010 Park St_____
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 how Psychology fits into the Mission and Goals of my Organization.

Specific activities:

1. Conduct a literature search and find 3 recent articles from professional academic journals that look at psychological aspects of this type of organization (from the past 10 years).
 - Two articles can deal broadly with the relationship between psychology and my organization. One article should be more specifically geared towards a current mission of my organization (e.g., increasing community donations for homeless individuals) and how psychological knowledge is relevant to that mission.
2. After approval from the instructor, read each article and write a 1-page summary of it.

Goal 2: Develop a plan to use psychological principles to further a goal my organization has.

- Specific activities:**
1. Participate in ongoing outreach activities (meetings with service learning coordinators at local schools).
 2. Read an additional article about persuasion techniques.
 3. Develop recommendations for how persuasion techniques could be used in outreach.

Goal 3: Examine how psychological research could be used to evaluate the success of outreach efforts.

- Specific activities:**
1. Develop a catalog of different outreach activities
 2. Participate in processing donations
 3. Discuss ways of evaluating outreach success with supervisors.

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