School Psychology Doctoral Internship Agreement

Graduate School of Applied and Professional Psychology, Rutgers University and
__________________________________________________________________________________________Internship Site

Name of Intern

Intern Contact Information:

E-Mail

Address

__________________________________________________________________________________________

Phone

__________________________________________________________________________________________

Rutgers School Psychology Program Doctoral Level Internship Guidelines

1. A School Psychology Internship is an organized training program that is designed
to provide the intern with a planned, programmed sequence of training
experience. The internship must include a range of activities such as consultation,
assessment, intervention, supervision, and research that are designed to meet the
health and psychological needs of the clients.

2. The intern shall spend time in research activity which may include evaluating the
outcome of services delivered and the effectiveness of the intern’s own training.
This time shall not exceed 25% of the internship. The intern shall spend at least
25% of his or her time in direct (face to face) psychological services to clients or
patients.

3. The internship site has a written statement or brochure which describes the goals
and content of the internship program, states clear expectations for the quality of
trainees’ work, training, and supervision. The intern should have a written
statement that includes, but is not limited to salary, benefits, reimbursable travel,
holidays, and other relevant data.

4. Internship sites have documented due process procedures for interns, which are
given to interns at the beginning of the training period.

5. Full-time internships may be completed in no less than 9 months; part-time
internships may extend no more than 24 months. The internship year must
include a minimum of 1500 hours in activities described above.

6. Internship sites are required to provide appropriate recognition of the intern’s
successful completion of the internship through a certificate or official statement
of psychology internship completion to those who have successfully completed
the internship.

7. The internship site employs a clearly designated doctoral level psychologist, who
is currently licensed/certified and is responsible for the integrity and quality of the
internship experience.

8. The internship includes at least two hours per week of regularly scheduled,
formal, face-to-face individual supervision dealing with the psychological
services rendered directly by the intern. A psychologist licensed by the State
Regulatory Board of Psychology to practice at the independent level must provide
at least one hour per week of the two hours per week of required supervision.
9. In addition to individual supervision, there is an additional average of at least two hours per week in scheduled learning activities such as case conferences involving a case in which the intern is actively involved, seminars dealing with professional issues and in-service training. These activities may be in conjunction with professionals other than school psychologists and may include such planned activities as attending school board meetings (if the internship is in a school) or observing other units in delivery of health and/or child care services.

10. The intern must have regularly scheduled, supervised, and documented training activities with other psychology interns. In sites that have only one intern, this condition may be met by having the intern participate in regularly scheduled and documented training activities with psychology interns at other sites.

11. Reports by the intern to consumers, other agency or school personnel, or other relevant publics must be co-signed by the licensed/certified psychologist supervisor for the intern.

12. The intern must have a title such as “intern” or other designation of trainee status.

13. The internship supervisor must at a minimum evaluate the intern’s performance consistent with the training objectives of the Rutgers School Psychology Program at the end of each semester (see attached intern evaluation form).

14. The intern must submit a log and summary of internship activities at the end of each semester to the School Psychology Program Director (see attached).

Name and Credential of Supervisor at Internship Site ________________________________

Contact Information:
E-mail ________________________________________________________________
Address ________________________________________________________________

Phone ________________________________________________________________

Name and Credential of Additional Supervisor ________________________________

Contact Information:
E-mail ________________________________________________________________
Address ________________________________________________________________

Phone ________________________________________________________________

Description of Internship Site (Clients served, nature of services, staffing):
Description of Internship Goals (in what ways will the intern seek to increase professional skills and knowledge?):

Description of Planned Internship Activities:

[For Half-Time Internship in Place of Employment] Describe how internship activities differ from previous work activities:
Supervision and Professional Development Plan (Describe by whom and how individual supervision will be provided; describe how individual and group professional development activities will be provided):

Internship Time Frame:
Start Date and End Date:

Hours per day and hours per week:

Total hours:

Description of Financial Arrangements:

Signatures:
Internship Site Supervisor __________________________ Date __________

Additional Licensed Supervisor _________________________ Date __________

Intern ___________________________________________ Date __________

School Psychology Program Director ___________________ Date __________

Return original contract to: Kathleen McLean, Rutgers University – GSAPP, 152 Frelinghuysen Road, Piscataway, NJ 08854