

School Psychology Doctoral Internship Agreement

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

Internship Site Contact Information:

Address _____

Phone _____

Name of Intern _____

Intern Contact Information:

E-Mail _____

Address _____

Phone _____

Rutgers School Psychology Program Doctoral 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 experiences. The internship consists of a range of activities including assessment, evidence-based prevention/intervention, consultation, and program development and evaluation, designed to meet the psychological, educational, and health needs of clients.
2. The intern spends at least 25% of his or her time in providing direct (face to face) psychological services to clients. The intern engages in research activity which includes evaluating the outcome of services delivered and the effectiveness of the intern's own training.
3. The internship agency has a written statement, brochure, or website which describes the goals and content of the internship program, and states clear expectations for the quality of trainees' work, training, and supervision. The intern is given a written statement that includes, but is not limited to salary, benefits, reimbursable travel, holidays, and other relevant data.
4. Due process procedures for interns are made available to interns prior to the beginning of the training period.
5. Full-time internships are completed in no less than 10 months; part-time internships may extend no more than 24 months. The internship year includes a minimum of 1500 hours in activities described above. Interns who are working toward licensure in New Jersey should complete 1750 hours.
6. The internship agency and the Rutgers School Psychology Program jointly issue to the intern written documentation reflecting successful completion of the psychology doctoral internship.
7. The internship agency 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 full-time internship includes at least two hours per week of regularly scheduled individual supervision, dealing with the psychological services rendered by the intern, by a doctoral level psychologist licensed for practice at the independent level in the state in which the psychological services are rendered.
9. In addition to individual supervision, the intern spends at least two additional hours per week in scheduled group or individual supervision provided by a

- doctoral level psychologist. This condition may be met through intern participation in the Rutgers School Psychology Internship Seminar.
10. The intern has regularly scheduled, supervised training activities with other psychology doctoral interns such as professional development/in-service training; case conferences involving a case in which the intern is actively involved; seminars dealing with professional issues; or observing delivery of mental health, educational, and/or health services. This condition may be met through intern participation in the Rutgers School Psychology Internship Seminar.
 11. Reports by the intern for consumers, other agency or school personnel, or other relevant publics are 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, provide a written evaluation of the intern’s performance consistent with the training objectives of the Rutgers School Psychology Program at the end of each semester, using the Rutgers School Psychology Program Internship Progress Report form.
 14. The intern must submit a log and summary of internship activities at the end of each semester to the School Psychology Program Practicum/Internship Coordinator using the Rutgers School Psychology Program Doctoral Internship Activities Summary and Log.

Name of Primary Supervisor at Internship Site _____

Credential of Primary Supervisor (include license number) _____

Contact Information:

E-mail _____

Address _____

Phone _____

Name of Additional Supervisor _____

Credential of Additional Supervisor (include license number) _____

Contact information:

E-mail _____

Address _____

Phone _____

Description of Internship Site (Site demographics, number and type of 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 (describe the specific types of activities the intern will engage in):

Assessment:

Direct Intervention:

Consultation:

Program Planning:

Program Evaluation and Research:

Other:

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 by whom and how group supervision will be provided; describe how training activities with other interns 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 Supervisor _____ **Date** _____

Intern _____ **Date** _____

School Psychology Internship Coordinator _____ **Date** _____

School Psychology Program Director _____ **Date** _____

Return original contract to: Kathleen McLean, Rutgers University – GSAPP, 152

Frelinghuysen Road, Piscataway, NJ 08854

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