Internship Agreement
Oregon State University Department of Psychology
Field Experience in Psychology (PSY 410/406 & 510/506)

This form must be completed in order to register for these courses. Keep a copy of this form for yourself and provide a copy to your Site Supervisor.

Intern Contact Information
Name: _____________________________________ Student ID#: __________________
E-mail: ______________________________________________________________________
Address: ____________________________________________________________________
____________________________________________________________________________
Phone Number: _______________________________________________________________

Site Contact Information
Internship Site: ________________________________________________________________
Address: ____________________________________________________________________
Site Supervisor: _______________________________________________________________
Site Supervisor E-mail: _________________________________________________________
Site Supervisor Phone: _________________________________________________________

Does your agency require a criminal background check for interns?: Yes ☐ No ☐
If yes, has one either been provided by the intern or performed by you?: Yes ☐ No ☐
(If required, it must be obtained prior to enrolling in the class. Alternatively, a letter may be provided by the supervisor, on official letterhead, indicating that a background check is in progress.)

Internship Coordinator Contact Information
Rachel Dilts, PhD Oregon State University, Department of Psychology, 204B Moreland Hall,
Corvallis, OR 97331-5303. (541) 737-1374, rachel.dilts@oregonstate.edu

Work Commitment
Each credit requires approximately 27-28 hours of work at the site, depending on the term enrolled. For example, if you sign up for a half-time summer internship and register for 6 credits, this requires 20 hours a week for 8 weeks, equating to 160 hours of total work at the site (160 hours / 6 credits = 26.7 hours per credit). Work should be completed within a single term (8 weeks for summer, 10 weeks for academic year) unless prior arrangements have been made with the Internship Instructor.

Start date: _________ End date: _________ Student will work _______ hours per week
(______ total hours) and receive _______ credits of Psy 410/510 and _______ credits of Psy
406/506.
Initial work schedule (enter start and stop times for each day):

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Vacation days allowed by site

Internship Position Description

Indicate the experiences available to you at the site and the responsibilities you will have. This description should be written in consultation with your on-site supervisor.

____________________________________________________________________________
____________________________________________________________________________
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Student responsibilities:

1. Complete tasks assigned by your Site Supervisor and Internship Coordinator.
2. Treat this internship as a professional work experience requiring regular attendance and high quality work.
3. Learn and follow the American Psychological Association ethical principles and the policies of your internship site.
4. Provide for all personal expenses connected with the internship, including transportation to and from work, housing, personal needs, OSU tuition, and insurance (unless alternate arrangements are made, in writing, with internship site).
5. Inform the Internship Coordinator of problems or significant changes in the nature of my work.

Site Supervisor Responsibilities:

1. Determine that potential applicants are appropriate for placement at your site. OSU cannot validate the qualifications of potential interns other than confirming courses taken and grades received, with student consent. Agencies are free to interview and either accept or deny any given student for placement at their site.
2. Clearly explain expectations and agency policies, and provide the training normally given to new employees with similar responsibilities.
3. Provide sufficient, clinically-related work to fulfill the agreed number of practicum hours. This work could include exposure to assessment, therapy, case management, or other hands-on, paraprofessional experiences. Interns should spend no more than 20% of their time in clerical activities.
4. Help to ensure the safety of interns by not assigning duties that are beyond their qualifications and level of experience.
5. Meet with students weekly to provide supervision and feedback.
6. Confer with the OSU Internship Coordinator if questions or problems arise, and inform the Coordinator immediately if it becomes necessary to substantially revise internship objectives or terminate an intern.
7. Complete the Internship Evaluation Form at the end of the term.

**Internship Coordinator Responsibilities:**
1. Serve as liaison between students and Site Supervisors.
2. Provide feedback on written assignments.
3. Assign final grades.

**Evaluation (Items upon which your grade will be based):**
Your PSY 410/510 grade (pass/no-pass) will be based on the final evaluation provided to the internship instructor by your Site Supervisor and the completion of work hours at your site. Your PSY 406/506 grade (pass/no-pass) is based on the quality of your academic component and written assignments, of which your site supervisor is not involved with. This number of the class is strictly with your internship instructor. A passing grade for both requires that you complete all hours specified by your internship agreement and that the quality of your work (at the site and in your written assignments) has been satisfactory.

**Termination**
Internship sites are free to terminate students who fail to fulfill their responsibilities at any time. If this occurs, students will be required to meet with the OSU Internship Instructor immediately. Students will be given an opportunity to find an alternate internship site unless the reason for termination involved ethical or legal infractions, in which case students will be asked to withdraw from the course.

If an internship site fails to provide the opportunities detailed in this agreement, and the student is unable to resolve the issue with their on-site supervisor, the next step will be a meeting between the student intern, on-site supervisor, and OSU Internship Instructor. If an appropriate internship experience cannot be provided, the internship agreement will be terminated, and the student will have the opportunity to find an alternate internship site.

**Signatures**
In signing this internship agreement, I acknowledge that OSU does not endorse or inspect internship sites and I accept the risks and responsibilities associated with this internship.

Student Name: ____________________________________________________________

Student Signature: __________________________ Date: ______________

Site Supervisor Name: _____________________________________________________

Supervisor Signature: __________________________ Date: ______________

OSU Internship Coordinator: _______________________________________________

Coordinator Signature: __________________________ Date: ______________