**Internship Agreement**

PSY 410/510 Psychology Internship

|  |
| --- |
| **You must submit this form to get permission to register.**  **Please also give a copy to your internship supervisor and keep one for yourself.** |

# Student Contact Information

|  |  |
| --- | --- |
| Name: | OSU ID: |
| OSU email: | Phone #: |

# Site Contact Information

|  |  |
| --- | --- |
| Internship site: | |
| Internship address: | |
| Supervisor name: | |
| Supervisor email: | Phone #: |

# Internship Details

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | Weekly # of hours (on average): |  |
| End Date: |  |  | |
| Will a criminal background check be completed by the intern’s start date?  *(If no, students may need to delay enrollment in PSY 410/510 to a future term).* | | | Yes  No  Not required |

# Course Enrollment Details

|  |  |
| --- | --- |
| Indicate enrollment term: |  |
| Indicate number of internship hours you intend to work between Weeks 1 and 11 during the term: |  |
| Indicate number of credits you will enroll in *(can be fewer than the internship hours you will work)*: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of credits** | **Coursework hours** | **Internship hours** | **Hours per term** | **Average hours/week** |
| 1 | 20 | 10 | 30 | 3 |
| 2 | 20 | 40 | 60 | 6 |
| 3 | 20 | 70 | 90 | 9 |
| 4 | 20 | 100 | 120 | 12 |
| Add 30 additional internship hours for each credit. | | | | |

Students can enroll for 1 to 16 credits. The first credit includes 20 hours of coursework and 10 hours of internship work; each additional credit adds 30 hours of internship work.

# Intern’s Work Responsibilities & Learning Opportunities

*Describe the work and learning opportunities the internship will involve.*

# Connection to Psychological Academic Content

*Describe how work at the internship site will relate to and apply what you’ve learned in psychology courses.*

# Safety Risks (To be described by the site supervisor)

*Detail any potential safety risks the student may face during this internship.*

# Student Responsibilities

* Complete your internship work hours and all assigned coursework.
* Adhere to your internship site’s regulations and the American Psychological Association’s Ethics Code.
* Behave professionally, guided by a desire to learn and a willingness to receive feedback.
* Recognize that your internship performance will influence the site’s willingness to host future OSU students.
* Obtain personal student liability insurance if needed.

# Course Instructor/Internship Coordinator Responsibilities

* Provide feedback on written assignments and assign grades.
* Help students resolve problems at the internship site, such as lack of promised hours.
* Course instructors and internship coordinators do not provide clinical supervision or oversight of an intern’s work at the internship site.

# Site Supervisor Responsibilities

* Ensure that the intern gets the number and type of work hours specified in this contract.
* Assist the intern in developing and achieving personal learning objectives.
* Ensure the intern is trained in all necessary policies, procedures, and skills, including coverage of legal and ethical requirements.
* Explain any safety risks to the intern and provide a safe working environment.
* Provide a positive supervisory experience that encourages the professional, academic, and personal growth of the intern.
* Complete brief midterm and end-of-term evaluation forms.
* Verify that the internship meets OSU guidelines: <http://career.oregonstate.edu/employers/internship-guide>.
* If the intern is paid, provide Worker's Compensation and liability in accordance with Oregon State Law. If the intern is unpaid, comply with Oregon State and Federal Law regarding unpaid internships.
* Comply with state and federal laws prohibiting discrimination and afford all applicants equal consideration regardless of race, color, national origin, gender, disability, sexual orientation, religion or veteran statues.

# Termination

Internship sites may terminate students who fail to fulfill their responsibilities at any time. If this occurs, students must contact their course instructor immediately. Students will be given an opportunity to find an alternate internship site unless they were terminated for legal or ethical infractions. If an internship site fails to provide the opportunities detailed in this agreement, and that issue cannot be resolved, this agreement will be terminated, and the student will have the opportunity to find an alternate internship site.

# Student signature

I accept the responsibilities and potential safety risks detailed in this contract.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

# Site Supervisor signature

I accept the responsibilities detailed in this contract.

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_