

**INTERNSHIP AGREEMENT FORM**

**Arkansas State University  
Department of Psychology and Counseling  
Ed.S. Program in Psychology and Counseling  
PSY 782V 3/6: Supervised Internship**

**School Psychology Internship Agreement**

**Agency/School/Site:** \_\_\_\_\_

**Intern's Name:** \_\_\_\_\_

**Site Supervisor/s:** \_\_\_\_\_

**University Supervisor/s:** \_\_\_\_\_

**Time Frame:** \_\_\_\_\_

**Salary:** \_\_\_\_\_

**Hours Per Week:** \_\_\_\_\_

**Anticipated Multifacored Evaluation Case Load Per Semester** \_\_\_\_\_

The above-named intern will have opportunities to demonstrate, under conditions of appropriate supervision, their ability to apply knowledge, develop specific skills needed for effective school psychology service delivery, and to integrate competencies that address the Domains of School Psychology Training and Practice as espoused in the current Standards for Training and Field Placement (National Association of School Psychologists, 2000). These domains are: (a) Data-Based Decision Making and Accountability; (b) Consultation and Collaboration; (c) Effective Instruction and Development of Cognitive/Academic Skills; (d) Socialization and Development of Life Skills; (e) Student Diversity in Development and Learning; (f) School and Systems Organization, Policy Development, and Climate; (g) Prevention, Crisis Intervention, and Mental Health; (h) Home/School/Community Collaboration; (i) Research and Program Evaluation; (j) School Psychology Practice and Development; and (k) Information Technology. The above domains and associated knowledge and skills make up the attached ASU *School Psychology Intern Competency Evaluation for Training and Professional Practice* (see attached document). Student interns are expected to demonstrate adequate competencies on each item composing this evaluation. The site supervisor/s will work with the student intern and other key personnel to

ensure that the intern has comprehensive experiences throughout the semester which allow them to demonstrate the competencies addressed by the above evaluation.

The intern will receive an average of at least 2 hours of field-based supervision per week from a School Psychology Specialist (or for non-school settings a Licensed Psychologist). Additionally, the intern will meet and maintain ongoing communications with the university supervisor/professor assigned to the course.

The site supervisor/s will be primarily responsible for overseeing the intern's schedule of appointments/duties.

The intern will be required to maintain an ongoing professional log of all activities. The log will be supplied by the training program. The log will be submitted by the intern to the university supervisor/professor during the midterm and final points in the semester.

The intern will be responsible for securing and maintaining current professional liability insurance. Written proof of the policy must be supplied to the university supervisor/professor in advance of the experience.

The internship site will provide appropriate support for the internship experience including: (a) a written agreement specifying the period of appointment and any terms of compensation; (b) expense reimbursement (e.g., travel), (c) a safe and secure work environment with adequate office space and support services consistent with that afforded the agency School Psychology Specialist/s (e.g., office supplies, psychological and educational instruments/tests, computer and software access, telephone, secretarial assistance, etc.), (d) an appropriate case load given intern status, (e) adequate time scheduled for report writing, (f) provisions for participation in continuing professional development activities; (g) release time for internship supervision; and (h) a diversified and comprehensive training experience.

The intern will be allowed to attend the Fall Conference of the Arkansas School Psychology Association (ASPA) and the Annual Meeting of the National Association of School Psychologists (NASP). Attendance and participation at other relevant professional educational conferences/workshops deemed appropriate by the supervisors are also valued.

The intern will be formally evaluated by the field-supervisor/s at the endpoint of the semester using the *ASU School Psychology Intern Competency Evaluation for Training and Professional Practice* (see attached document). These ratings will be submitted directly to the university supervisor/professor assigned to the course. This information will be shared with the intern and used to assign the course grade.

The site supervisor/s and the university supervisor/s will maintain ongoing communication throughout the semester relative to the internship and the individual's performance.

The university supervisor will make a minimum of one site visit per semester unless the physical distance is prohibitive.

At all times the intern will be clearly identified according to their supervised status. All written communication will be countersigned by the site and/or university supervisor. Prior to conducting a multifaceted evaluation specific to special education eligibility the legal guardian/s will be informed that an intern may conduct a portion of the evaluation.

_____ <b>School Psychology Intern</b>	_____ <b>Date</b>
_____	_____ <b>Date</b>
_____ <b>School Psychology Supervisor/s</b>	_____ <b>Date</b>
_____	_____ <b>Date</b>
_____ <b>University Supervisor/s</b>	_____ <b>Date</b>
_____	_____ <b>Date</b>
_____ <b>Special Education Supervisor/s</b>	_____ <b>Date</b>
_____	_____
_____ <b>Educational Cooperative Director (if applicable)</b>	_____ <b>Date</b>

**Attachment:** ASU *School Psychology Intern Competency Evaluation for Training and Professional Practice*. This document is also available at the following web address:  
<http://www2.astate.edu/a/education/psychologycounseling/our-programs/school-psychology.dot>