

**University of Kentucky  
School Psychology Program  
Pre-Doctoral Internship (non-APPIC)**

The University of Kentucky School Psychology Program requires doctoral students in school psychology to complete a one-academic-year (10-month) full-time internship or a half-time internship over two consecutive academic years. The pre-doctoral internship can consist of: (a) a full-year, school-based internship; (b) a full-year internship in a consortium arrangement in which at least half is in a school setting; (c) a half-time internship in a school setting for one year, consecutively followed by a full-time internship in a non-school setting; or (d) a half-time internship in a school setting with certified (but not licensed) supervision for one year, consecutively followed by a full-time internship in a non-school setting. The internship must include at least 1,800 clock hours of supervised experience over at least a 10 month period. Please see the Ph.D. handbook and website for further information. Below, specific requirements for the internship agency, supervisors, and student are provided.

**INTERNSHIP INFORMATION**

Intern Name: \_\_\_\_\_

Internship Site(s) Name: \_\_\_\_\_

Internship Site Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Type of License(s), certification, or accreditation (e.g., LP, NCSP etc.): \_\_\_\_\_

\_\_\_\_\_

Site Address, City, State, Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

**The internship placement agency agrees:**

- (a) to a written contractual agreement specifying the period of appointment and the terms of compensation
- (b) to a schedule of appointments consistent with that of agency school psychologists (e.g., calendar, meetings, etc.)
- (c) to a provision for participation in continuing professional development activities and learning opportunities with other doctoral interns if possible
- (d) to provide an appropriate work environment including adequate supplies, materials, secretarial services, and office space
- (e) to provide release time for internship supervisor(s)
- (f) to a commitment to the internship as a training experience
- (g) to plan a work schedule shall be arranged so that adequate time is reserved for supervision, special projects, and continued professional development

**The Field-Based Internship supervisor agrees:**

- (a) that s/he can provide doctoral level licensed supervision and possesses the state board licensure supervision requirements

- (b) to hold the responsibility for the nature and quality of the psychological services provided by the intern
- (c) to follow state licensure guidelines in accordance with number of supervisions
- (d) to provide at least two hours per week of direct supervision for each intern, in accordance with the state board licensure requirements
- (e) to systematically evaluate the intern's performance in regard to the specific training objectives of the University Program and the field-based site and complete the student's Benchmark Evaluation Rating Scale (BERS) form each semester. This could include reviewing test protocols, counseling records or notes, reports, etc. and observe the student's professional skills
- (f) to co-sign all psychoeducational reports, review counseling/intervention notes and progress monitoring, and to facilitate appropriate termination of consultation and intervention follow-up as necessary
- (g) to contact the University supervisor if any significant problem occurs with the intern's assignment.
- (h) to conduct supervision in a manner that is consistent with current legal/ethical standards of the profession.

**The University-based internship supervisor agrees:**

- (a) to ensure that the district/agency has a commitment to the internship as a training experience
- (b) to monitor and ensure that the internship goals and objectives are consistent with Program goals and objectives
- (c) to maintain an ongoing relationship with the intern and the intern's field-based supervisor and provide at least one field-based contact per semester for each intern
- (d) to utilize the Council of Directors of School Psychology Doctoral Level Internship Guidelines to help formulate the internship plans
- (e) to be available to provide mediation of difficulties, technical assistance, and any additional services deemed appropriate by the field-based supervisor and/or intern
- (f) to document that the intern is meeting University Program objectives in a manner that is consistent with current legal/ethical standards of the profession
- (g) to document to the University when the student has completed all requirements of the internship. To ensure that the faculty internship supervisor is responsible for assigning a grade upon the student's successful completion of the internship, including both on-site requirements and class learning experiences
- (h) to organization and leadership of secondary supervision through intern group seminars, learning opportunities, and/or on-line discussions. Evaluate the intern's participation in class discussions, case presentations, and final internship documents reflect growth and competencies
- (i) to provide secondary supervision to the intern through additional face-to-face visits, email, or phone conversations as needed in addition to the above and per course schedule

**The Ph.D. Internship student agrees:**

- (a) to submit any necessary documentation to the site supervisor
- (b) to develop a brochure including description of the site (e.g., demographics; special programs); work environment (e.g., include physical office setting; privacy of office facilities; access to supplies, telephone, and materials); supervision arrangements (projected time assigned for supervisory contacts; arrangements for phone consultation); and projected experiences, goals of internship (in conjunction with APA and program competencies; consider intern's strengths and weaknesses)
- (c) to utilize the Council of Directors of School Psychology Doctoral Level Internship Guidelines to help formulate the internship plans
- (d) to adhere to the administrative policies, rules, standards, schedules, and practices of the site, including decorum, dress, and communication;
- (e) to be punctual and present, and to inform the supervisor and relevant school staff of any absences or tardies
- (f) to be respectful of the supervisor's time and own job requirements by submitting psychoeducational reports and other materials needing to be reviewed within a timely manner
- (g) to submit the Benchmark Evaluation Rating Scale (BERS) form to the University supervisor and to

actively discuss ratings with the site supervisor

- (h) to adhere to the University of Kentucky School Psychology program guidelines of professional behavior, ethical standards of practice, and commitment to social justice and diversity
- (i) to review with the field-based supervisor the conditions specified in this contract. Both parties must have a clear understanding of intern duties, supervision, work hours, assigned office space, secretarial support, provision of materials, calendar of continuing education opportunities and staff meetings, etc.
- (j) to complete the Activity Log on a regular basis and submit these to the University supervisor based on the course schedule, as well as the activity summary log at the end of the semesters/year
- (k) to notify the University-based supervisor in a timely manner of any major change of assignment(s), as well as problems or difficulties
- (l) to actively participate in group supervision and any related professional development sessions conducted by the University supervisor
- (m) to contact the University supervisor as needed
- (n) to complete the internship in no longer than a 24-month period

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**This agreement is made on \_\_\_\_\_ by and between \_\_\_\_\_**  
(Date) (Please print - Internship Site Name)

**and the University of Kentucky School Psychology Program. This agreement will be effective from \_\_\_\_\_(Mo.) \_\_\_\_\_(Day) \_\_\_\_\_(Yr.) to the end of the school calendar year or required days for school psychologists or school psychology interns estimated to be \_\_\_\_\_(Mo.)\_(Day) \_\_\_\_\_(Yr.) .**

*Signatures*

\_\_\_\_\_  
(Internship Site Supervisor) **Date:** \_\_\_\_\_

\_\_\_\_\_  
(Faculty Internship Supervisor) **Date:** \_\_\_\_\_

\_\_\_\_\_  
(Internship Student) **Date:** \_\_\_\_\_

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