

**University of Kentucky**  
**School Psychology Program**  
**SCHOOL INTERNSHIP CONTRACT**  
**Doctoral Level – Part-time School Based Internship**

Required Contractual Arrangement

The internship must include at least 600 clock hours of supervised experience in the school setting; the purpose of this internship is to fulfill program requirements and potential state certification to work in the schools.

**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
- (d) to an expense reimbursement consistent with policies pertaining to agency school psychologists
- (e) to provide an appropriate work environment including adequate supplies, materials, secretarial services, and office space
- (f) to provide release time for internship supervisor(s)
- (g) to a commitment to the internship as a training experience
- (h) 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 possesses at least three years experience as a school psychologist and holds appropriate certification or licensure as a school psychologist in the state where the internship services are provided
- (b) to hold the responsibility for the nature and quality of the psychological services provided by the intern
- (c) to being responsible for no more than two interns at any given time
- (d) to provide at least **one hour** per week of direct supervision for each intern, in accordance with the NASP

training standards (2010) indicating the “preponderance of field-based supervision will be provided on at least a weekly, individual, face-to-face basis, with structured mentoring and evaluation that focus on the intern’s attainment of competencies” (p. 8).

- (e) to work with the intern to create objectives and goals in the fall, to be revised in January, which relate to goals of the Program and site
- (f) 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
- (g) 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
- (h) to contact the University supervisor if any significant problem occurs with the intern’s assignment.
- (i) to conduct supervision in a manner that is consistent with current legal/ethical standards of the profession.

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

- (a) to submit any necessary documentation to the site supervisor
- (b) to develop a plan including description of 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 program competencies; consider intern’s strengths and weaknesses)
- (c) to adhere to the administrative policies, rules, standards, schedules, and practices of the site, including decorum, dress, and communication;
- (d) to be punctual and present, and to inform the supervisor and relevant school staff of any absences or tardies
- (e) 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
- (f) to submit Benchmark Evaluation Rating Scale (BERS) form to the University supervisor and to actively discuss ratings with the site supervisor
- (g) 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
- (h) 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.
- (i) 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
- (j) to notify the University-based supervisor in a timely manner of any major change of assignment(s), as well as problems or difficulties
- (k) to actively participate in group supervision and any related professional development sessions conducted by the University supervisor
- (l) to contact the University supervisor as needed

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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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