



**University of Kentucky
School Psychology Program
SCHOOL INTERNSHIP CONTRACT
Education Specialist Level**

The University of Kentucky School Psychology Program requires specialist 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. Students without prior full-time experience as a school psychologist in a public school must complete at least one-half of their internship in a school setting. The internship must include at least 1,200 clock hours of supervised experience over at least a 10 month period. Please see the Ed.S. handbook and website for further information. Below, specific requirements for the internship agency, supervisors, and student are provided.

INTERNSHIP INFORMATION

Intern Name: _____

School 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 two hours 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 Internship Field Supervisor Rating 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 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 be available to provide mediation of difficulties, technical assistance, and any additional services deemed appropriate by the field-based supervisor and/or intern

- (e) to document that the intern is meeting University Program objectives in a manner that is consistent with current legal/ethical standards of the profession
- (f) 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
- (g) to organization and leadership of intern group seminars and/or on-line discussions. Evaluate the intern's participation in class discussions, case presentations, and final internship documents reflect growth and competencies
- (h) to provide 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 Ed.S. 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 NASP and 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 the Internship Field Supervisor Rating 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

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:** _____
