

MED. AND ED.S. SCHOOL PSYCHOLOGY

INTERNSHIP OR PRACTICUM AGREEMENT

(Adopted May 2002; Updated Fall 2008)

This document is an Agreement Between _____ (School/Agency), and _____ (Intern or Practicum Candidate), and the Idaho State University School Psychology Program, Pocatello, Idaho, on _____ (Date of Agreement) for the Provision of:

Select the appropriate experience from list below:

1st Year M.Ed. Field Experiences

___ 2nd Semester (Spring) SCPY 668 Practicum: Introduction to School Psychology, Learning Disabilities, and Special Education (3 credit/150 clock hrs)

2nd Year Ed.S. Field Experiences

___ 2nd Semester (Spring) SCPY 669 Advanced Practicum in School Psychology (3 credit/150 clock hrs)

3rd Year Ed.S. Field Experience

___ 3rd Year SCPY 759 Ed.S. Internship (3 hrs each semester credit/1200 clock hours minimum)

General Agreement Between Parties and Requirements

This agreement is between _____ ("the Internship or Practicum Site"), the School Psychology Program at Idaho State University, ("the Program"), and _____. ("the Intern or Practicum Candidate"). At the outset, it is understood that the participating parties will cooperate in the conduct of professional activities relating to the field experience as described below. This Agreement will be in effect from _____ through _____; the Candidate will work at the Internship or Practicum site for the appropriate number of clock hours as mutually agreed upon by the Site and as required to meet the requirements for the internship or practicum experience by the Program. In the case of the SCPY 759 Ed.S. Internship, the Intern shall work on the same work hours as do the Internship Site's regular 9/10-month employees, with total number of hours at the Internship Site to be at least 1200. In the case of other practicum or intern experiences, 50 hours of on-site contact will be required per each graduate hour of credit received, i.e. 50 hours = 1 graduate credit. The intern or practicum Candidate will also be required to participate in and complete other activities as specified below as part of their grade and contact hours requirement.

A. The Program agrees:

1. To recommend for placement at this Internship or Practicum Site only those prospective Candidates who have satisfactorily completed all of the pre-internship coursework and practicum/pre-practicum requirements as specified by the Program's curriculum.
2. To appoint an Internship/Practicum Coordinator who shall serve as the primary liaison between the Program and the Internship Site.
3. To contact the Internship Site's designee(s) prior to the beginning of the Internship in order to secure agreement on the Intern's experiences, expectations, supervision, and other such matters. In the case of internships occurring geographically outside of the ISU area, this provision may be met by phone contact with the agreement of all parties. Practicum Sites will be contacted by phone.
4. To utilize internet technology (e.g. GotoMeeting or Video webcasting) or physically visit the Field Experience Site at least twice during the course of the Internship (or once during the Practicum) to consult with the Internship Site's designee(s) regarding the Intern's activities and progress, and to meet with the Intern or practicum Candidate and others as appropriate. In the case of internships occurring geographically outside of the ISU area, this provision may be met by phone contact with the agreement of all parties.
5. To actively solicit from both the Internship/Practicum Site and the Candidate their respective written evaluations of progress and developing skills, knowledge and dispositions relative to the field experience.
6. To be available on reasonable notice for consultation to the Field Experience Site and/or the Field Experience Candidate regarding any problems or issues that may arise during the Internship or Practicum.
7. To furnish the Field Experience Site with information about the Program, as the Internship/Practicum Site may require.
8. To perform other duties or functions that may be necessary to insure the Internship/Practicum experience meets the requirements as specified by applicable professional standards and relevant certifying bodies.
9. To provide a regularly scheduled university-based internship/practicum training experience for Interns and/or Practicum Candidates, so as to keep current on their needs and to address any concerns they may have. The training experience will meet at a minimum of every week at the University training site, and/or may be coordinated via phone or other online media process that may address the same issues with Candidate unable to attend the University site.

B. The Field Experience Site agrees:

1. To provide a School Psychology Internship or Practicum which emphasizes the training needs of the Intern or Practicum Candidate, which includes such experiences as are necessary to gain initial competence as a School Psychologist, and to meet the requirements of the NASP.
2. To negotiate with the Program and the Intern or Practicum Candidate a specific set of experiences which will be included in the Internship or Practicum, and to monitor the Intern's or Practicum Candidate's activities to insure that the agreed-upon experiences are occurring.
3. To assure that all aspects of the Intern's or Practicum Candidate's work are conducted within the prevailing standards of practice.
4. To designate a supervisor(s) who is primarily responsible for coordinating the experience of the Intern or Practicum Candidate. Additional involvement by the Intern or Practicum Candidate with other psychological staff is expected and encouraged. Collaborative work with representatives from

other disciplines is desirable.

5. To provide a minimum of two hours a week of regularly scheduled, face-to-face individual supervision with the supervising psychologist(s).
6. To keep the University informed regarding the Intern's or Practicum Candidate's progress, including at least two written evaluations (Mid-term and Final), and to immediately notify the Program if problems arise or are anticipated.
7. To participate in a minimum of 1 site visit per semester, or in the case of the SCPY 759 Internship, two site visits over the internship year.
8. To designate the trainee status of the Intern by the title "school psychology intern." or in the case of a Practicum Candidate "school psychology practicum Candidate".
9. To assure that reports by the Intern or Practicum Candidate are approved and cosigned by the school psychologist responsible for the Intern.
10. To provide the Intern or Practicum Candidate with training opportunities to assist in increasing awareness, sensitivity, knowledge, and practice about issues impacting the psychological development and social development of racial, ethnic, linguistic, and/or economic minorities.

C. The Intern or Practicum Candidate agrees:

1. To provide the Internship or Practicum Site with any material that it may request regarding the prospective Intern's or Practicum Candidate's progress in the Program, previous work, or other relevant credentials.
2. To negotiate a specific set of expectancies for the Internship or Practicum, as described above.
3. To perform all internship or practicum functions and duties within the ethical guidelines and professional standards applicable to professional school psychologists, as delineated by NASP.
4. To abide by all regulations and guidelines that apply to professional school psychologists working at the Internship or Practicum Site.
5. To engage in the supervision process in a manner that maximizes the Intern's or Practicum Candidate's learning, and to affirmatively seek out additional supervision from the Internship or Practicum Site when needed.
6. To authorize the Program and the Internship or Practicum Site to exchange any and all information regarding the Intern or Practicum Candidate which the Program and/or Internship or Practicum Site shall deem necessary to conduct the Internship or Practicum.
7. To provide at least two written evaluations of the internship or practicum experience to the Program.
8. To affirmatively inform the Program if problems arise or are anticipated, and to do so at the earliest possible time.
9. To maintain a monthly internship or practicum log detailing the Intern's or Practicum Candidate's activities, signed by the primary supervisor, and filed with the Program's internship or practicum coordinator on a monthly basis.
10. To participate in regularly scheduled university based internship or practicum seminar and successfully complete all assignments related to the seminar.
11. Complete the required log of activities and present to ISU Coordinator each month.
12. Incur all costs including meals, transportation, lodging related to internships/practica.
13. Secure and checkout and in all materials and tests necessary to complete intern/practica requirements.
14. Keep all appointments with Site, ISU staff to complete requirements.
15. Be aware of and sensitive to the schedules of Site and ISU University staff.
16. To respect and protect client rights to confidentiality.

Additional Elements Specific to this Agreement (if any).

Please complete this section as it relates to any additional expectations, responsibilities, and/or requirements on the part of the Intern/Practicum Candidate, Site, or University.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Please provide signatures for University, Internship Site, and Intern below. Note that signatures represent agreement with all representations made in this document. Parties of this agreement should mutually review this document and clarify any of the stipulations. In the section above, clarification of any conditions or other qualifications regarding this agreement should be noted.

Signatures Below:

University Program Site Representative: Signature _____ **Date** _____

Internship/Practicum Site Representative: Signature _____ **Date** _____

Intern/Practicum Candidate: Signature _____ **Date** _____

Please file 1 copy each of this document with:

- Intern/Practicum Candidate Personal Copy
- ISU Program Candidate File
- ISU Practicum/Internship Coordinator
- ISU Program Director
- Field Experience Site Supervisor or Representative

Address any comments or other inquiries to:

School Psychology Program
Idaho State University
Box 8059
Pocatello, Idaho 83209
or Call 208-282-4149 (Program Secretary)