

# MARIST

## PSYCHOLOGY INTERNSHIP CONTRACT

### STUDENT INFORMATION:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Marist Email Address: \_\_\_\_\_

### SITE SUPERVISOR & SITE INFORMATION

Site Supervisor Name: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_ Degrees/Licenses/Credentials: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

INTERNSHIP SEMESTER (check):  Fall  Spring  Summer    YEAR: \_\_\_\_\_

EXPECTED STUDENT STATUS DURING INTERNSHIP:  Junior  Senior

REGISTRATION (check all that apply): Note: Each course number represents 3 credits worth of internship.

\_\_\_ PSYC487N \_\_\_ PSYC488N \_\_\_ PSYC489N \_\_\_ PSYC490N \_\_\_ PSYC491N

SCHEDULING INFORMATION (of internship spread over 14 weeks; check one):

\_\_\_ 9 hrs/wk (3 credits) \_\_\_ 18 hrs/wk (6 credits) \_\_\_ 27 hrs/wk (9 credits) \_\_\_ 36 hrs/wk (12 credits)  
Total=125 hours      Total=250 hours      Total=375 hours      Total=500 hours

Start Date: \_\_\_\_\_ Expected Finish Date: \_\_\_\_\_

Notes: Fall and Spring internship cannot start earlier than the first day of the semester, and must end by the middle of finals week. Summer internship may start at the beginning of the 12 week summer session, and must be completed by the end of that session.

Internship Schedule: \_\_\_\_\_

List the schedule of all courses taken concurrently with internship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DISCLOSURE OF TIME OFF (FOR VACATIONS/SPRING BREAK, ETC.)

List dates of time off so that ALL PARTIES are aware of student's intent to be away from internship duties:

\_\_\_\_\_

Learning Objectives (delineated by Student):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Job Description (delineated by Internship Site Supervisor in collaboration with Student):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**POLICIES AND PROCEDURES:**

- The Student cannot begin an internship without **approval** from the Marist Psychology Internship Coordinator.
- Internship must be started and finished within the academic calendar semester schedule.
- The Student is responsible for **maintaining contact** (particularly by email) with the Marist Faculty Supervisor (Instructor).
- The Student will maintain a **journal log** of their activities for review by their Marist Faculty Supervisor.
- The Student will maintain a **timesheet** that will be signed by the site supervisor and submitted for review by the Marist Faculty Supervisor.
- The Student will **attend all group supervision meetings** held by the Marist Faculty Supervisor.
- The Student will complete all assigned **papers and evaluations** and submit them to the Marist Faculty Supervisor.
- The Marist Faculty Supervisor may visit the Student and Site Supervisor during the semester. If the site is more than an hour from Marist, the Faculty Supervisor will not perform a site visit. In this case, the Site Supervisor and Faculty Supervisor will communicate periodically to discuss the intern's progress.
- The parties to this contract agree to fulfill their respective expectations and responsibilities as describe by the Internship Manual.
- **Job activities and responsibilities can only be altered by specific agreement of all three parties involved.**
- The undersigned Site Supervisor agrees to consistently provide weekly one-to-one supervision meetings to provide instruction, facilitate development of necessary skills and knowledge, and enhance the personal and professional growth of the intern. The Agency Site Supervisor will submit an Evaluation of the Intern to the Marist Faculty Supervisor.

Student's signature and date: \_\_\_\_\_

Agency Site Supervisor's signature and date: \_\_\_\_\_

Marist Internship Coordinator's signature and date\*: \_\_\_\_\_

\*Submit Contract to the Internship Coordinator LAST for review and signature. The contact information is below:

Prof. Cait Cassidy-Greenwald, LMHC  
Internship Coordinator & Professional Lecturer of Psychology  
Marist College  
3399 North Road  
Poughkeepsie, NY 12601  
(845) 575-3000 ext. 2935  
[caitlin.cassidy-greenwald@marist.edu](mailto:caitlin.cassidy-greenwald@marist.edu)