

# 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** (internship is 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:** Please specify days/times.

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

**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:

**Student:** Marist University Psychology Student

**Internship Coordinator/Faculty Supervisor:** Marist University faculty member who administers the PSYC Major Internship Program.

**Site Supervisor:** The professional at an internship site who has taken responsibility for the orientation, training, education, and close supervision of the intern.

### The Student should initial each line below to indicate that the Student agrees to the following:

- \_\_\_\_\_ The Student cannot begin an internship without **approval** from the Marist Psychology Internship Coordinator/ Faculty Supervisor. The Internship Coordinator must receive the Code of Ethics form and must sign the Internship Contract **before** the student can begin working at the site.
- \_\_\_\_\_ 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 Internship Coordinator/Faculty Supervisor.
- \_\_\_\_\_ The Student will maintain a **journal log** of their activities for review by their Marist Internship Coordinator/Faculty Supervisor. This will be submitted weekly on Brightspace.
- \_\_\_\_\_ The Student will maintain a **timesheet** that will be signed by the site supervisor and submitted for review by the Marist Internship Coordinator/ Faculty Supervisor.
- \_\_\_\_\_ The Student will complete all assigned **papers and evaluations** and submit them to the Marist Internship Coordinator/ Faculty Supervisor.
- \_\_\_\_\_ The Student will maintain professionalism and dress accordingly.

### The Site Supervisor should initial each line below to indicate that the Site Supervisor agrees to the following:

- \_\_\_\_\_ The Site Supervisor will sign the timesheet of the student's hours every week.
- \_\_\_\_\_ The Site Supervisor will complete an evaluation of the student and submit it to the Marist Internship Coordinator/ Faculty Supervisor on or before the last day of the semester.

- \_\_\_\_\_ The Site Supervisor will be present when the student is scheduled to be at the site to provide support and feedback. If the Site Supervisor will not be present, they will appoint a point person that the student will refer to during that time period.
- \_\_\_\_\_ The Site Supervisor will communicate periodically with the Internship Coordinator/Faculty Supervisor to discuss the student's progress.
- \_\_\_\_\_ The Site Supervisor will coordinate with the Marist Internship Coordinator/Faculty Supervisor regarding the Marist Internship Coordinator/Faculty Supervisor doing a site visit during the semester.
- \_\_\_\_\_ The Site Supervisor will ensure that all activities remain on the site premise, unless otherwise outlined in the space below.

**\*\*If the duties of the internship require off site work, please provide addresses of those locations and if transportation will be provided by site or is the responsibility of the student.**

---

---

---

---

---

- \_\_\_\_\_ The Site supervisor will model and reinforce professional behavior.
- \_\_\_\_\_ The Site Supervisor will always maintain professional boundaries with the student.

**The parties to this contract agree to fulfill their respective expectations and responsibilities as detailed in the Internship Manual.**

**Job activities, responsibilities, and schedule can only be altered by specific agreement of all three parties involved.**

Student's signature and date: \_\_\_\_\_  
Agency Site Supervisor's signature and date: \_\_\_\_\_  
Marist Internship Coordinator/Faculty Supervisor signature and date: \_\_\_\_\_

**\*Submit Contract to the Internship Coordinator/ Faculty Supervisor 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)