



RUTGERS–NEW BRUNSWICK

Graduate School of Applied and Professional Psychology

Department of School Psychology

Rutgers School Psychology Doctoral Internship Agreement

This agreement is entered into by and between the Graduate School of Applied and Professional Psychology, Rutgers University and _____.

(Internship Site)

Internship Site Information	Intern Information
Site Name:	Intern Name:
Site Address:	Intern Email:
Site Phone:	Intern Address:
	Intern Phone:

Rutgers School Psychology Doctoral Internship Guidelines

1. A School Psychology Internship is an organized training program that is designed to provide the intern with a planned, programmed sequence of training experiences. The internship consists of a range of activities, including assessment, evidence-based prevention/intervention, consultation, and program development and evaluation, designed to meet clients' psychological, educational, and health needs.
2. The intern spends at least 25% of his or her time providing direct (face-to-face) psychological services to clients. The intern engages in research activities, including evaluating the outcomes of services delivered and the effectiveness of the intern's training.
3. The internship agency has a written statement, brochure, or website that describes the goals and content of the internship program and states clear expectations for the quality of trainees' work, training, and supervision. The intern is given a written statement that includes, but is not limited to, salary, benefits, reimbursable travel, holidays, and other relevant data.
4. Due process procedures for interns are made available to interns prior to the beginning of the training period.
5. Full-time internships are completed in no less than 10 months. The internship year includes a minimum of 1500 hours in activities described above.
6. The internship agency issues to the intern written documentation reflecting successful completion of the psychology doctoral internship.



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7. The internship agency employs a clearly designated doctoral-level psychologist, who is currently licensed/certified and is responsible for the integrity and quality of the internship experience.
8. The full-time internship includes at least two hours per week of regularly scheduled individual supervision, dealing with the psychological services rendered by the intern, by a doctoral-level psychologist licensed for practice at the independent level in the state in which the psychological services are rendered.
9. In addition to individual supervision, the intern spends at least two additional hours per week in scheduled group or individual supervision provided by a doctoral-level psychologist.
10. The intern has regularly scheduled, supervised training activities with other psychology doctoral interns, such as professional development/in-service training; case conferences involving a case in which the intern is actively involved; seminars dealing with professional issues; or observing delivery of mental health, educational, and/or health services.
11. Reports by the intern for consumers, other agency or school personnel, or other relevant publics are co-signed by the licensed/certified psychologist supervisor for the intern.
12. The intern must have the title “psychology intern” as the designation of their trainee status.
13. The internship supervisor must, at a minimum, provide a written evaluation of the intern’s performance consistent with the training objectives of the Rutgers School Psychology Internship at the end of each semester, using the Rutgers School Psychology Internship Progress Report form.
14. The intern must submit a log and summary of internship activities at the end of each semester to the Rutgers School Psychology Program Director using the Rutgers School Psychology Doctoral Internship Activities Summary and Log.



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Internship Supervisor Information:

Primary Supervisor	Additional Supervisor
Name & Credential:	Name & Credential:
License Number:	License Number:
Email:	Email:
Address:	Address:
Phone:	Phone:

Internship Site & Student Training Information:

Description of Internship Site (Site demographics, number and type of clients served, nature of services, staffing):

Description of Internship Goals (in what ways will the intern seek to increase professional skills and knowledge?):

Description of Planned Internship Activities (describe the specific types of activities the intern will engage in):

1. Assessment:
2. Direct Intervention:
3. Consultation:
4. Program Planning:
5. Program Evaluation and Research:
6. Administrative Activities and Planning Activities:
7. Leadership Activities:
8. Other:



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Supervision & Professional Development Information:

Supervision and Professional Development Plan (Describe by whom and how individual supervision will be provided; describe by whom and how group supervision will be provided; describe how regularly scheduled, supervised training activities with other psychology doctoral interns will be provided):

1. Individual Supervision Arrangement:
2. Group Supervision Arrangement:
3. Regularly Scheduled, Supervised Training Activities:

Internship Time Frame and Financial Arrangements

Start Date:
End Date:
Hours per Day:
Hours per Week:
Total Internship Hours:
Description of Financial Arrangements:

Signatures:

Role	Signature	Date
Licensed Psychologist Supervisor		
Additional Site Supervisor		
Doctoral Intern		
School Psychology Program Director		

Email the signed contract to Amanda Gall, School Psychology Program Coordinator (amg668@gsapp.rutgers.edu).