

## PSYC 595B General Internship Responsibilities Agreement

The signed original must be returned to the Faculty Supervisor before the student will be allowed to begin his or her internship work. In addition, the student should keep a copy for his or her records and should also provide a copy for the Site Supervisor.

### **Student Responsibilities**

The student is required to work with the agency for a total of 100 hours over the course of the semester for each internship credit. This is equivalent to an average of 6.6 hours per week over a 15-week semester per academic credit, or an average of 20 hours per week for a three-credit internship (300 hours total). For students who may apply for licensure as a Licensed Professional Counselor, a total of 700 clinical hours is required. The student is also required to provide documentation of professional liability insurance before having any direct contact with clients.

The student is expected to provide high-quality services to the best of his/her ability, to conduct him/herself in a professional manner, and to keep all scheduled internship hours or to notify the Site Supervisor in a timely manner if unable to do so. Scheduled times and responsibilities with assigned individuals or groups must be met without fail, and neglecting to do so is cause for the placement to be immediately terminated and for the student to receive a failing grade. The student is also expected to familiarize him/herself with the agency's theoretical orientation and goals and with the background and treatment plan for all clients with whom he/she will be working.

The student must adhere to the American Psychological Association's *Ethical Principles of Psychologists and Code of Conduct*, as well as to any regulations specific to the internship site. If any significant ethical questions arise, the student should immediately consult with both the Site and the Faculty Supervisors.

### **Agency Responsibilities**

The agency is responsible for providing the student with supervised clinical and/or counseling experience by a licensed psychologist, a licensed psychiatrist, a licensed professional counselor, or a licensed social worker.

Unless clinical circumstances indicate otherwise, the Site Supervisor should directly or indirectly supervise all clinical and counseling services provided by the intern. The supervisor is also expected to review all records from the student's clinical/counseling sessions and to meet with the student on a regular basis to discuss progress and to plan any follow-up. At least one hour of face-to-face individual supervision must be provided by the site each week. As warranted, additional consultation should also be provided in a timely manner.

The Site Supervisor is expected to conduct performance and skills evaluations midway through and at the end of the semester. The Site Supervisor is also responsible for completing the mid-semester and the final Internship Performance Evaluation forms and returning them to the Faculty Supervisor by the indicated dates.

### **Joint Responsibilities**

The student and the Site Supervisor should jointly determine a mutually agreeable schedule for completing the required internship hours. Both parties also bear responsibility for assuring that the student is familiar with all relevant agency regulations, policies, and procedure and for communicating any problems or concerns to one another and to the Faculty Supervisor in a timely manner.

### **Contact Information**

If you have any questions or concerns, please contact:

Applied Clinical Psychology Internship Supervisor  
School of Behavioral Sciences and Education  
Penn State Harrisburg  
777 W. Harrisburg Pike  
Middletown, PA 17057-4898  
(717) 948-6059

I have read and agree to the above.

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Signature of Student

Date

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Signature of Site Supervisor

Date

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PA License #

Type of License