

UNDERGRADUATE FIELDWORK/INTERNSHIP CONTRACT

STUDENT INFORMATION:

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Fax: _____

Marist Email: _____

(Note: Students are required to use their MARIST EMAIL address.)

FIELDWORK/INTERNSHIP SUPERVISOR & SITE INFORMATION:

Site Supervisor Name: _____

Email: _____

Title: _____ Degrees/Licenses/Credentials: _____

Name of Agency: _____

Address: _____

Phone: _____ Fax: _____

FIELDWORK SEMESTER (check): Fall Spring Summer YEAR: _____

EXPECTED STUDENT STATUS DURING FIELDWORK: Junior Senior

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

PSYC487N PSYC488N PSYC489N PSYC490N PSYC491N

Fieldwork 1 Fieldwork 2 Fieldwork 3 Fieldwork 4 Fieldwork 5

SCHEDULING INFORMATION (of fieldwork/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 Fieldwork/Internship cannot start earlier than the first day of the semester, and must end by the middle of finals week. Summer Fieldwork/Internship may start at the beginning of the 12 week summer session, and must be completed by the end of that session. The **4 Mandatory Group Supervision classroom meetings** usually take place on Mondays in the 6:30PM-9pm timeslot. **DO NOT SCHEDULE CLASSES OR FIELDWORK/INTERNSHIP HOURS DURING THIS TIME.**

Fieldwork/Internship Schedule: _____

List the schedule of all courses taken concurrently with fieldwork/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 fieldwork/internship duties:

Learning Objectives (delineated by Student):

1. _____
2. _____
3. _____
4. _____
5. _____

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

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

POLICY AND PROCEDURE NOTES:

- The Student cannot begin a Fieldwork without **approval** from the Marist Psychology Internship Coordinator.
- Fieldwork 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 fieldworker's progress.
- The parties to this contract agree to fulfill their respective expectations and responsibilities as describe by the Fieldwork 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:

INTERNSHIP COORDINATOR CONTACT INFORMATION:

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New York 12601
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