Sample Agreement: If the Internship Site does not have its own agreement, the specialist trainee and internship site supervisor(s) should modify this sample agreement to identify the appropriate parties and the specific learning experience available from the internship site. The agreement must be completed when the trainee is enrolled in PSY 498 Professional Practice at Illinois State. The signed agreement should be submitted the University Internship Supervisor by September 1.

**Please remove this paragraph before the agreement is printed and signed by the parties.**

Illinois State University

Graduate Programs in School Psychology

**Specialist Internship Agreement**

**Due September 1**

SCHOOL OR AGENCY (Internship Site) and the Graduate Programs in School Psychology have entered into this agreement to provide a specialist internship experience for the 20XX-XX academic year. Internship Site agrees to accept NAME (Intern) as a specialist intern. The Agreement shall start on 00/00/00 and end on 00/00/00.

The Intern shall be provided with training and supervision opportunities that will increase the Intern’s awareness, sensitivity, knowledge, and practice of issues that affect psychological development, health status, and social development of racial, ethnic, and economic minorities.

1. LOCATION: The internship will be performed at the following location:

School District/Agency:

Address:

2. AGREEMENT DURATION: The internship will begin on the first day of the fall semester and end on the last day of spring semester based on the Internship Site’s academic year. The Intern should follow the same weekly schedule and academic calendar as other school psychology staff employed by the Internship Site. The Intern is not required to remain in the employment of the Internship Site beyond the term of the internship. Furthermore, the Intern is not guaranteed employment beyond the term of the internship.

3. HOURS: The Intern will work on a full time basis for the Internship Site’s academic year, excluding any summer classes. The Intern must complete at least 1200 hours of supervised experience. As with regularly employed pupil services personnel, the Intern shall demonstrate a commitment to the provision of psychological services not necessarily reflected in hourly schedules.

4. PLAN: Internship activities are identified in a written Specialist Internship Plan and Evaluation developed jointly by the Intern and school district personnel and approved by the University internship supervisor. The Specialist Internship Plan and Evaluation should be consistent with the guidelines and objectives identified in the Internship Handbook and the 2010 internship training standards promulgated by the National Association of School Psychologists.

5. COMPENSATION: The Intern shall be paid commensurate with his or her level of training, experience and the period of appointment. The Intern will be paid a total salary of $\_\_\_\_\_\_\_\_ for the term of the internship. Any work-related travel necessary to fulfill the requirements of the internship shall be reimbursed in accordance with the policies of the Internship Site.

6. CONFERENCES, SEMINARS, AND IN-SERVICE TRAINING: Ongoing conferences, seminars, and in-service training opportunities available to employed school psychologists should also be available for the Intern to attend. The Intern is encouraged to participate in state, regional, and national level meetings for school psychologists. Released time for attendance at professional meetings is required.

The Intern must attend at least the following conferences, seminars, and/or in-service training program(s):

* Intern/intern supervision workshop at Illinois State;
* Illinois School Psychologists Association (ISPA) Annual Conference; and
* University Internship Seminars.

7. WORK ENVIRONMENT: Consistent with the availability of resources to employed staff, the Intern should be given adequate supplies and materials to carry out the functions of the internship. An appropriate work environment should include adequate privacy of office facilities and access to secretarial assistance, telephone services, office equipment, and copying machines.

8. SUPERVISION: The cooperating practitioner at the Internship Site must hold a valid credential as a school psychologist. Full time employment at the Internship Site for at least one year prior to assuming supervisory responsibilities for the Intern is required. Concurrent full time employment as a school psychologist is also required.

Cooperating practitioners shall provide at least two hours of direct supervision for the Intern per week and shall not be responsible for more than two interns at a time. The Intern will receive at least two hours of supervision per week of direct supervision from:

 Cooperating Practitioner, NAME

 Certification Number and State, NAME

The University internship supervisor shall maintain an ongoing relationship with the cooperating practitioner and the Intern. The University internship supervisor will make at least one site visit per semester for each Illinois State intern.

9. TRAINING COMMITMENT: The Internship Site is primarily committed to the internship as a training experience. Employing specialist interns as a means of acquiring less expensive services is unacceptable. Specialist interns are expected to participate in tasks appropriate to the completion of the internship training plan. The Intern will not be asked to serve in any capacity other than that for which the Intern was appointed and as stated in this Agreement.

Signatures

Specialist Intern Date

Cooperating Practitioner Date

University Supervisor Date