

Practicum/Intern Contract

Clinical Psychology (Return to Clinical Training Office.)

Type: PsyD Practicum I PsyD Practicum II PsyD Intern Full Time PsyD Intern Half Time M.A. Practicum I
Contract: Initial Contract Updated Contract

1. **Student Name:** _____ Phone _____ email: _____

Address _____ City _____ Zip _____

2. **Name of Agency:** _____ County _____

Address _____ City _____ Zip _____

Mailing Address (if different): _____ City _____ Zip _____

3. **Primary Supervisor Name:** _____ Degree _____ License _____ License # _____

Notes on Supervisors: For PsyD students Primary Supervisor must be: licensed Psychologist, licensed MFT/LCSW with a doctorate in psychology, or board certified psychiatrist. Primary supervisor may be individual, case consultation or group supervisor. Students in masters program may have a primary supervisor that is a LCSW, MFT, Psychologist, or Psychiatrist. All supervisors must be licensed mental health practitioners.

4. **Practicum/Internship Activities: Please specify number of hours per week.**

A. Direct Services

specify # of hours

_____ individual, couple and/or family therapy

_____ group therapy

_____ intake interviewing

_____ assessment and testing

_____ other _____

Indirect Services:

_____ administrative/paperwork

_____ other _____

_____ **Total Hours/Services per week**

B. Supervision

specify # of hours

_____ individual supervision

_____ group supervision

Training:

_____ training seminars

_____ case conferences

_____ didactic training

_____ cotherapy

_____ other: _____

_____ **Total Hours/Supervision/Training per week**

C. Additional Information

Type of setting (e.g., hospital, Outpatient, clinic, residential, school, etc.) _____

Populations served _____

Primary Theoretical Orientation _____

D. **Total Hours per Week (A+B)** _____

of weeks _____

Total Proposed Hours for Year _____

5. **Contract Time Period:** Practicum/Internship begins _____ and ends _____.
m/d/y m/d/y

6. **Stipend:** Is there a stipend? yes no If yes, stipend is \$ _____ per _____.

7. **Agreement to Contract:** The student has reviewed the training brochure and profile form for this agency and agrees to fulfill the responsibilities and terms as outlined here and *on the reverse side of contract*. The agency agrees to provide training and supervision as indicated (*see reverse side*). The primary supervisor will complete a midyear and final written evaluation of the student and the student will complete a written evaluation of the practicum/intern experience. Please print name, sign and date.

Student: _____ Signature _____ Date _____

Primary Supervisor: _____ Signature _____ Date _____

Agency Training Director: _____ Signature _____ Date _____

Argosy Training Director: _____ Signature _____ Date _____

Argosy University Clinical Psychology Practicum/Internship Policies

The ARGOSY UNIVERSITY/SFBA Training Department is pleased that you have accepted our student for your Practicum/Intern site. We are committed to facilitating a positive relationship between you and our student, and believe there is a mutual responsibility in insuring that this happens. Below are minimum standards that we have identified for each student and for the Practicum/Internship site. By signing this *Practicum/Internship agreement*, the student, the Practicum/Internship site Director, Primary Supervisor, and the Director of Training at ARGOSY UNIVERSITY/SFBA are committing to abide by these standards of practice and training.

This student agrees with the following:

- **Academics:** Is in good academic standing, is taking required courses, and is maintaining the required grade-point average for ARGOSY UNIVERSITY/SFBA students. Has been enrolled a minimum of three trimesters, and has completed all prerequisite courses prior to the start of the practicum training year.
- **Conflicts:** Is currently not employed at the Practicum/Internship site (please notify us if this is the case).
- **Malpractice:** Is fully covered under the ARGOSY UNIVERSITY malpractice liability insurance policy.
- **Commitment:** Makes a professional and ethical commitment to the site and to its personnel and clients in accepting this Practicum/Internship placement.
- **Ethics:** Abides by a code of ethics and conduct as delineated by the American Psychological Association and other relevant mental health professions, such as counseling, social work, psychiatry, etc.
- **Requirements:** Is on site to meet the required number of hours for the Practicum/Internship, as specified by the student's program at ARGOSY UNIVERSITY/SFBA. Approximately ½ of these hours should be in direct clinical contact, such as therapy or counseling sessions, assessment interviews and testing, crisis intervention, and psychoeducational groups.
- **Communications:** To notify the Practicum/Internship site Director and the ARGOSY UNIVERSITY/SFBA Clinical Training Director about any concerns, problems, or changes in his/her status as a student, trainee or intern.

The Practicum/Internship site Director agrees to the following:

- **Supervisors:** Provide supervision by a licensed mental health clinician. PsyD students' Primary Supervisor must be a licensed Psychologist, licensed MFT/LCSW with a doctorate in psychology, or board certified psychiatrist. Primary supervisor may be individual, case consultation or group supervisor. Students in masters program may have a primary supervisor that is a LCSW, MFT, Psychologist, or Psychiatrist.
- **Time Allotted to Supervision:** Provide a minimum of 2 hours a week of supervision, at least 1 hour of which must be individual supervision. The other hour(s) may be group supervision or case consultation with other trainees/interns. Supervision is provided on a consistent, scheduled basis. Students are to receive at least 25% of their time in training, including individual supervision, case consultation group, seminars, didactics, co-therapy, etc. For example, for a 16 hour practicum student, 4 would include supervision and training experiences.
- **Clinical Contact:** Provide the number of hours for the Practicum/Internship year, as required by the student's program at ARGOSY UNIVERSITY/SFBA—approximately half of which should be in direct clinical contact. Students need to have a sufficiently available, appropriate, and diverse clientele with whom to work.
- **Other Training and Service:** Allot the other half of the Practicum/Internship hours for supervision, other learning experiences, and written clinical reports (e.g. progress notes, testing reports). Learning experiences include seminars, workshops, case conferences, and program development.
- **Evaluation Form:** Complete a *Practicum/Internship Evaluation Form* at midyear and at the conclusion of the training (i.e., December and June) on the student's training progress. Review the student's *Practicum Experience/Hours*, at the end of each evaluation which documents the hours the student performed in essential training activities.
- **Review of Clinical Work:** Provide guidance and opportunities for the student to tape clinical sessions. Students may be required to present at least one clinical tape in their seminars each semester. They may also be required to submit a formal sample of their work, consisting of a taped session, a transcription of the session, and a written report, to their seminar leaders in the Spring.
- **Communication with Argosy:** Please be in contact with the Clinical Training Director or Assistant Director at the Argosy Clinical Training Office to coordinate the training of the student and to communicate important information. We are committed to working with Practicum/Internship sites to address concerns or problems regarding our students. We encourage you to contact us if significant problems exist with the student so we can work out solutions asap.
- **Third Year Argosy Students:** Third year Argosy students must take the Clinical Competency Examination which requires that they present a psychotherapy case they have seen at least six times. Agencies agree to provide sufficient cases so that the student can take the exam.
- **Overall:** a) provide a training program that is supported and understood by the administration and staff at the agency; b) provide a training milieu that is safe, supportive and challenging, with appropriate space to conduct clinical work; c) have agency personnel who emphasize responsiveness to cultural diversity, e.g., gender, race, sexual orientation, disability, and religion; and, d) abide by a code of conduct and ethics as delineated by mental health professions (e.g. psychology, counseling, social work, psychiatry etc.).