



Rosemead School of Psychology
Undergraduate Program
PSYC 450 – Directed Field Work Contract

I _____ hereby contract with _____
(name of student) (agency)

My Site Supervisor is: (name) _____ Title: _____

Supervisor's Highest Degree Obtained: _____ Field of Discipline: _____

I will work a minimum of _____ clock hours (minimum of 45 per unit of credit) on site to fulfill the time requirements for this applied field work experience. My duties will include the following: _____

_____ as well as any others deemed appropriate by me and my supervisor.

Typical work hours that will be expected of me are: (days/times) _____

This internship requires driving/travel to *multiple* locations: (circle one) YES NO

I will meet with my supervisor regularly for feedback and instruction for _____ minutes/day.

***Contract must be signed by all parties and filed with the Psychology Department before internship work hours commence.**

The objective of this experience is to develop specific skills, competencies, and points of view needed by professionals in the field of psychology. It is expected that I will demonstrate my accomplishment of this objective by:

- **Operating** in a psychology related environment (obtaining exposure to and work experience in a psychology-related setting).
- **Demonstrating** the ability to follow supervisory instruction (meeting regularly with my supervisor for feedback and instruction, fulfilling all responsibilities assigned to me in an acceptable manner)
- **Employing** knowledge learned both on-site, through coursework, and through additional readings in order to successfully fulfill my contracted responsibilities (practical application of knowledge, seeking out appropriate additional literature)
- **Practicing** professionalism (timeliness, ethical behavior, working cooperatively with others)

Grading: All materials must be turned in to the Undergrad Psych Dept by Monday of Finals Week during the semester that hours are completed.

To be considered for an **A** in the course, I will:

1. Turn in a completed **PSYC450 Hour Log** with all required signatures
2. Complete the online **Site Evaluation form**
3. Turn in a completed **Supervisor Evaluation of Intern form** (filled out by my supervisor)
4. Complete all **PSYC450 check-ins and short assignments** in a timely manner on Canvas
5. Complete a **Paper** (see syllabus for paper requirements)

To be considered for an **B** in the course, I will:

1. Turn in a completed **PSYC450 Hour Log** with all required signatures
2. Complete the online **Site Evaluation form**
3. Turn in a completed **Supervisor Evaluation of Intern form** (filled out by my supervisor)
4. Complete all **PSYC450 check-ins and short assignments** in a timely manner on Canvas

Date submitted: _____ Semester/Year ____ / ____ I will contract to be considered for a grade of _____

Student: (signature) _____

Site Supervisor: (signature) _____

PSYC450 Internship Director (signature) _____

Department Chair: (signature) _____