**M.Ed. INTERNSHIP AGREEMENT**

The Internship Agreement provides details of the roles of interns and supervisors and the compensation or release time agreements required. Note that this agreement is distinct from the contractual employment documents developed by agencies with individual interns and supervisors. Further information is available in the *current Internship Handbook* or by contacting the Internship Coordinator.

**Name of Agency**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Administrator**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Intern**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Superviso**r: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duration of Internship**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of the M.Ed. Internship**

The intern is required to complete a total of at least 1200 hours of supervised practice.

**The Internship Plan**

The internship requires a breadth of experiences in a wide range of psychological services including assessment, intervention and consultation at both the individual and systems level. The agency agrees to provide opportunities to work with a diverse range of clients and to enhance professional skills in a community-based context. The nature of the internship activities and psychological services provided are defined in a detailed individualized Internship Plan developed by the supervisor and intern in consultation with the agency administrator. Further goal-related activities requested at a placement site may be discussed with the supervisor and added to the plan. A copy of the Internship Plan is filed with both the agency administrator and the Internship Coordinator of the BC School Psychology Internship Consortium.

**Terms of the Agreement**

**Intern**

**Hours**

Total hours minimum per week in placement site: **\_\_\_\_\_** OR

Days per week in placement site (specify days): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FTE equivalent: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Salary**

Total monthly or per contract term (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (approximately equivalent to $34,000 for 0.8 FTE over a 10-month period) and including holidays, sick leave and benefits, etc., as itemized below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title**

For the period of the internship, the intern will use the title: **School Psychology Intern.**

**Supervisor**

**Hours**

Total hours per week at internship site: \_\_\_\_\_\_ OR days per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Release Time (**For sites with supervisors on staff)

Release time for supervision duties equivalent to 0.2 FTE or one day per week for an intern at 0.8 FTE.

**OR**

**Salary (**For sites hiring outside supervisors)

As determined in consultation with the supervisor and approximately equivalent to $12,000 for an intern at .08 FTE: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Administration**

The intern works under the administrative control of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* (agency). The intern is expected to follow the same daily schedule and yearly calendar as other psychology staff employed by the agency. The intern is not guaranteed employment beyond the term of the internship.

**Responsibility to the Internship Training Program**

The agency, the intern, and the supervisor are responsible to the training standards and criteria of the Master’s Internship Training Program. Both interns and supervisors are required to participate fully in the Advanced Skills Training Program. A schedule will be provided to the hiring agency at the time of signing this agreement.

All parties agree to act in a manner consistent with the commitment of the Consortium as a member of the Canadian Council of Professional Psychology Programs (CCPPP), and with the standards and criteria for internship training of the Canadian Psychological Association (CPA) as outlined in the *Policy and Procedures Manual*. Internship practice is also consistent with criteria established by the BC Association of School Psychologists (BCASP) and the National Association of School Psychologists (NASP).

**Internship Activities**

Interns understand and play an integral role in the application of the agency’s mission; however, interns’ primary roles are as trainees. While training needs can be accommodated through service demands, those demands do not erode the full complement of training goals. Therefore**, interns do not spend more than half of their time commitment providing direct service to clients** (see p. 21). Other applied activities are necessary and are identified in the full statement of goals and objectives in the *Policies & Procedures Manual* (see pp. 14-15) as well as adapted per intern needs and agency options in the individual Internship Plan.