**DEPARTMENT OF PSYCHOLOGY**

**APPALACHIAN STATE UNIVERSITY**

**UNDERGRADUATE INTERNSHIP AGREEMENT**

**INTERN INFORMATION:**

Student’s Name: Enter your name.

Banner ID: Enter your Banner ID.

ASU Email Address: Enter your App State email address.

Local Address: Enter your local address.

Phone Number: Enter your phone number.

Summer Address (if different than local): Enter your summer address.

**EMERGENCY CONTACT INFORMATION:**

Emergency Contact Name: Enter your emergency contact’s name.

Relationship: What is your emergency contact’s relation to you?

Phone: What is your emergency contact’s phone number?

Email: What is your emergency contact’s email address?

**INTERN’S ACADEMIC INFORMATION:**

Major/Concentration/Minor: Enter your major and concentration and/or minor, if applicable.

Anticipated Graduation Date: Enter your anticipated graduation semester and year.

Estimated Number of Psychology Semester Hours Completed: Enter your estimated psych hours.

Cumulative GPA: Enter your cumulative GPA.

**INTERNSHIP SITE INFORMATION:**

Name of Internship Site: Enter internship site name.

Address of Internship Site: Enter internship site address.

Site Supervisor Name & Title: Enter your internship site supervisor’s name and job title.

Supervisor’s Phone Number: Enter your internship site supervisor’s phone number.

Supervisor’s Email: Enter your internship site supervisor’s email address.

Internship Start Date: Enter the first day of classes for the semester you’ll be interning.

Internship End Date: Enter the last day of classes for the semester you’ll be interning.

Hours Per Week: Enter how many hours per week you will intern.

Paid/Unpaid & Hourly Rate: Will you be paid for this internship and if so, how much per hour?

Total Hours to be Completed at Site: 120 hours is the default.

Total Semester Hours to be Completed: 3 semester hours is the default.

\*Note: Any number of total hours/semester hours other than 120 hours/3 semester hours must be approved by the Internship Coordinator in advance.

The Psychology Internship Program at Appalachian State University is an attempt to provide students with practical experience in an area relevant to psychology. To that end, Appalachian State University and the Department of Psychology will grant 3 hours of academic credit for satisfactory completion of approved work experience. Students are required to complete a minimum of 8 work hours per week for 3 hours of academic credit, for a minimum of 120 hours on site, plus other requirements specified below. Students are graded based on evaluations by the Internship Site Supervisor and the Internship Coordinator, based on the quality of completion of all academic and administrative requirements.

**The student understands and agrees to the following provisions:**

1. Before registering for the internship the student must be a declared Psychology major and cannot be on academic probation or suspension.
2. The student can proceed with registration only AFTER the Internship Coordinator has approved and signed the completed internship agreement and sent an electronic approval to the Registrar. The Registrar’s Office will register the student in the course. The student will pay regular tuition and fees for the internship course (PSY 4905).
3. The intern must satisfactorily complete all requirements of the work experience that are required by the Department of Psychology. These include:
4. Upload weekly logs of internship hours to the AsULearn internship course site.
5. Complete weekly reflections and post them to the AsULearn internship course site.
6. Provide a midterm evaluation to the Internship Coordinator, completed by the Internship Site Supervisor, at the midpoint of the internship experience.
7. Provide a final evaluation to the Internship Coordinator, completed by the Internship Site Supervisor, at the conclusion of the internship experience.
8. Deliver a class presentation on your site and agency role.
9. Attend and participate in internship class meetings one evening per week (fall and spring semesters only; class will be delivered asynchronously during summer term).
10. The intern is subject to the jurisdiction of all rules, regulations, and codes of conduct affecting students at Appalachian State University, as well as those that the employer may require.

In consideration of the health and safety of our communities during the COVID-19 pandemic, the Wiley F. Smith Department of Psychology, the Career Development Center, and Appalachian State University encourage you to explore options to complete your internship remotely. If telework is not possible, and the internship is offered in a physical location, the student and site supervisor agree to:

* Follow the Executive Orders of the Governor of that state
* Adhere to safety and health recommendations provided by the Centers for Disease Control and Prevention (https://www.cdc.gov/coronavirus/2019-ncov/community/index.html) on how to prevent the spread of coronavirus.
* Abide by all recommendations and policies provided by the site and mentor

**INTERNSHIP DESCRIPTION:**

*Major Duties/Responsibilities:*

In consultation with your Internship Site Supervisor, develop a list of your duties and areas of responsibility as an intern and write these below. Attach additional sheets if necessary.

* Enter duty/responsibility here.
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*Educational Objectives of Internship (see examples on* [*Psychology Internship Website*](https://psych.appstate.edu/students/undergraduate/internships)*):*

In consultation with your Internship Site Supervisor, develop a list of educational objectives that you will meet throughout this internship experience. Write these below. Attach additional sheets if necessary.

* Enter educational objective here.
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The following signatures confirm understanding and acceptance of the terms of this agreement.

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(Student/Intern) (Date)

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(Internship Site Supervisor) (Date)

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(Psychology Department Internship Coordinator) (Date)

Note to intern: please return this completed departmental internship agreement to the Psychology Department Undergraduate Internship Coordinator (Lauren Keroack) at [keroacklj@appstate.edu](mailto:keroacklj@appstate.edu).