

Applied Social Psychology Program
Department of Psychology
University of Saskatchewan

Internship/Practicum Agreement

(A template)

Parties

Agency:

Program Supervisor:

Faculty Supervisor:

Graduate Student:

Position:

Title: Summer Research Intern

Duration: Internship: May 1, 2015 to August 31th, 2015; 32 hours/week flextime (total 480 hours); with 2 weeks vacation; Practicum: September to April 30, one day a week (total 250 hours)

Background & Project *(Description of the project and its background: is it a part of a larger work?)*

Activities *(A list of expected activities a student will perform during internship/practicum)*

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Schedule

For Internship: The student researcher will work 8 hours per day for her internship (4 days x 16 weeks = 512 hours). (Indicate a location of the workplace: in the organization, or remote work from home or a hybrid)

- **May:**
- **June:**
- **July:**
- **August:**

Reporting Results *(Indicate how a student will report the results of their internship/practica: a series of small reports, one summative final report; chapters in the organization's report, etc.)*

Supervision and Feedback

Accountability:

To the agency supervisor for organizational, professional, and ethical conduct

To the faculty supervisor for technical competence and professional and ethical conduct

Meetings:

As required with the Agency supervisor, monthly with the Faculty supervisor, and at appropriate points for all parties.

Confidentiality:

All information obtained during this internship will be kept strictly confidential. The Student Researcher will not disclose identifying or personal information about staff, clients, or participants. All personal information shall be managed in accordance with the Saskatchewan Local Authority Freedom of Information and Protection of Privacy Act.

Utilization of Data and Results

Any reports resulting from this internship may be reproduced and released by the Agency. The Agency shall acknowledge authorship of the final report in any instance where the report is reproduced and/or released. The graduate student researcher and faculty supervisor retain the right to present at conferences and/or publish information obtained as a result of this project. The Agency shall be consulted before the presentation and/or publication of any such information.

The student is authorized to present updates on this internship to the faculty and students in the Applied Social Psychology program during research seminars.

Agency Support

The agency will provide the student researcher with the necessary resources to ensure the successful completion of the project objectives outlined above. These resources shall include access to all necessary documentation and information related to the topics, as well as access to a workspace when needed.

If negotiated, in exchange for the student's efforts towards the program evaluation and research objectives, the agency will provide an honourarium to the Applied Social Psychology student fund in the amount of _____. This money will be used to support students' professional development. If an honourarium cannot be provided, this does not prevent the student from completing the agreed-upon work.

Evaluation

Upon completing an internship or practicum, a student submits a final report to the agency and the Department. The report should be accompanied by an evaluation letter from the agency supervisor. The letter must reflect the student's research competence, the

quality of their work, social and organizational skills, and professional and ethical conduct. (A template for the final letter is available.)

Renegotiation of Agreement

Elements of the contract are open to renegotiation at the request of any of the involved parties in the event of changing circumstances or inaccurate projections.

Date: _____

Agency Supervisor: _____

Faculty Supervisor: _____

Graduate Student: _____