

University of Utah
Department of Educational Psychology

Internship Policies

1. **When to intern?** Internships are designed to occur during your last year in the program, such that you graduate upon completion of your internship.
 2. **Prerequisites:** Please check with the Department for information on prerequisites at 801- 581-7148.
 3. **School Counseling:** Students should ensure that they have completed a background and fingerprint check, as required by the Utah State Office of Education. These forms can be obtained by the department secretary and should be filed at least two months prior to beginning placement.
 4. **Malpractice insurance:** For students' protection, insurance is available through ACA and ASCA. Proof of insurance must be submitted before beginning internship.
 5. **Timing:** Internships must occur over two semesters beginning in the Fall and ending in the Spring. During each semester, students must commit a minimum of 300 hours to the site. (School counseling students who have a teaching certificate and two or more years teaching experience complete a minimum of 200 hours per semester).
 6. **Content of Activities:** Your internship hours are roughly distributed per semester as follows:
 - a) Direct Service: for example, individual, group, couple or family intervention, class presentations; intakes; client case presentations; case staffings; consultations; co-therapy or observation of therapy; teaching or presentations. *Total hours: 100*
 - b) Individual Supervision: Per week, a minimum of one hour of direct supervision by the site supervisor. *Total hours: 15*
 - c) Indirect Service: Evaluative activities; scheduled learning activities (e.g., staff meetings, seminars, in-service training); case preparation; and case note writing. *Total hours: 185*
 7. **Internship Site Selection:** Students should consult the internship coordinator in the Spring prior to the start of internship in the Fall. A database of past or potential internship sites has been created and will be available for consultation with the internship coordinator. It is possible that some students will be able to elect to split their internship experience between two placements concurrently across two semesters in order to increase their diversity of experience.
 8. **Articulation Agreement:** Students should obtain a copy of an agreement form specifying the arrangements for their placement from the internship coordinator. This form should be signed and returned to the internship coordinator before beginning their placement.
 9. **Supervisor Qualifications:** At your designated site, supervision must be provided by a licensed professional or licensed school counselor. If you are not sure about the credentials of the individual who may be supervising you, consult the internship coordinator.
 10. **Weekly logs:** Interns complete a weekly log designating how their internship hours were divided. Completed logs must be signed by the student and supervisors, which are then submitted on a regular basis to the internship coordinator. It is strongly recommended that students also retain a copy of these logs for their own records.
 11. **Evaluations:** A total of four evaluations of intern performance will occur during the internship year, two per semester. These evaluations should occur at the midpoint and end of the semester and should provide an opportunity for detailed feedback on the student's performance. Completed evaluations should be signed by the student and supervisor and submitted to the internship coordinator. It is recommended that students also retain a copy of these evaluations for their own records.
 12. **Class:** Attendance at the internship meetings on campus at the Department of Educational Psychology of the University of Utah is mandatory. The syllabi for these class meetings will be available from the internship coordinator.
 13. **Course credit:** To obtain successful credit for the internship course, all of the above guidelines, including attendance at the mandatory class, must be met satisfactorily.
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