



Field Placement Contract

Department of Psychology

Student Name

Student Email Address

Faculty Advisor

Field Placement Site

Field Placement Supervisor

Supervisor Title

Supervisor Email Address

Supervisor Phone Number

Course Number

Semester

Academic Year

292

Fall

692

Spring

Summer

Instructions and Basic Expectations: Supervisors, please have a conversation with students about workplace expectations, training opportunities, and responsibilities and then briefly outline those expectations in the space provided below. Students must work no fewer than 9 hours per week for the duration of a regular 15-week semester (135 hours total). Summer Field Placement sections run for 6 weeks and students must work no fewer than 18 hours per week on this abbreviated timeline. Students must provide supervisors with a copy of the course syllabus and supervisors must be willing to complete mid- and end-of-semester performance evaluations. Deadlines for the submission of these evaluations can be found in the course syllabus timeline and points will be deducted if the students do not submit these evaluations on time; the evaluations will be uploaded to the course website for the faculty advisor to review. Note that you will be asked to provide a letter grade based on the student's performance at the placement site. Your grades will be converted to points and these will make up half of the student's total possible score in this class (details can be found in the syllabus). In addition to completing the evaluation, it is expected that supervisors will meet with students to discuss their progress and performance to date. Any concerns should be directed to the faculty advisor, whose contact information can be found in the course syllabus. Supervisors are encouraged to provide students with advice and information about their profession (e.g., additional training experiences, education, or certification required to work as a professional in your field, challenges you've overcome, things you might have done differently looking back, what you most like about your career choice, parts of the job that can be stressful or particularly challenging) – students benefit a great deal from opportunities to learn from mentors in their intended profession.

Field Placement Supervisor:

I have received a copy of the course syllabus.

I am aware of the deadlines for mid- and end-of-semester performance evaluations.

In the space below, please indicate what the field placement will entail, including the student's responsibilities and expectations.

Schedule: List days/times when the student is scheduled to be on site. What are the start and end dates for the placement?

Student:

In the space below, please describe your expectations for the field placement and your professional interests.

Supervisor Signature

Student Signature

Date