PSY 1900: Supervised Field Placement Learning Agreement
(Enrollment restricted to Psychology majors)

Students must complete this form with their site supervisor before gaining the permission number to register for PSY 1900 credit.

Please read the following directions on how to process this form:
1. Complete this Learning Agreement in collaboration with your site supervisor and obtain their signature.
2. Email the completed contract to psyadvis@pitt.edu to obtain a permission number.
3. Enroll in PSY 1900 through your Student Center via the my.pitt.edu portal. You must register for this course in order to receive credit.

Student Information

Student name: ______________________  PeopleSoft number: ___________  Pitt email: ____________________________

Site Information

Site supervisor: _______________________  Phone: __________________________
Agency: _______________________________  Email: ________________________
Mailing address: ________________________________

Additional Supervisors (If applicable):
If others will also be involved in student supervision, please complete this section.

Additional supervisor name: ___________________________  Email: ________________________

Supervision:

Supervisor: Describe the extent of your supervision, including frequency of meetings and method of evaluation:
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Frequency:
☐ weekly
☐ bi-weekly
☐ monthly
☐ other: ________________________________

Site supervisors will verify that students have completed the required hours at the end of the term.
### Student Responsibilities and Evaluation Criteria:

**Supervisor:** Describe what the student will do, who the student will work with, etc.

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### Registration Information:

Term (i.e., Fall 2020): ________
Number of Credits (1-3): _______ (1 credit=55 hours/2 credits=85 hours/3 credits=120 hours)
Have you completed an internship at this site in the past? ______ NO  ______ YES  If yes, which term? ________

Please note:
- This course is offered on an S/N basis only.
- Students must be registered for PSY 1900 during the semester in which the Supervised Field Placement hours are begun. Hours completed prior to the registered semester will be considered volunteer hours and are not to be counted in hours completed for credit.
- Credit hours are determined by the number of hours the student successfully completes at the site. See the Supervised Field Placement Guidelines for more details.
- A student may register for a maximum of 3 credits in any one term. A maximum of 6 credits may be earned at any one field placement site.

### Pre-requisite Waiver (if applicable):

By signing this learning agreement, the student verifies the department requirements for PSY 1900 (minimum overall GPA of 2.75, 12 completed credits of psychology (including current term) have been met.

**Site supervisor:** If the requirements have NOT been met, the faculty supervisor may waive requirement(s) by initialing below:

*The student has not met the following prerequisite(s) (check and have supervisor initial all that apply):

- [ ] Overall GPA of 2.75
- [ ] Completed 12 credits of psychology

### Student and Supervisor Signatures:

**Student:** (Please initial each item and sign below.)

My signature indicates that I agree to:

- [ ] Fulfill the internship hours and duties listed above
- [ ] Submit a mid-term and end-of-term evaluation and required journals to CourseWeb by the published semester deadline.

**Student Signature**

**Site Supervisor:** By signing below, I agree to 1) provide direction/feedback to this student over the course of term, 2) monitor the student’s hours, and 3) submit hours verification/evaluations to the Psychology Advising Office by the requested end-of-term deadline.

**Site Supervisor Signature** (Must be signed by the supervisor responsible for the site.)
While the Psychology Undergraduate Advising Office values your opportunity for students to participate in this experience, our primary concern is the safety of the students. Given the COVID-19 pandemic and the University of Pittsburgh operating postures during this pandemic, we ask that you provide additional details about how students will complete this experience adhering to the Flex@Pitt (https://teaching.pitt.edu/#Flex-Pitt-Instructional-Model-Fall-2020) guidelines.

We ask that you clarify how the student will perform their duties remotely, how you might accommodate the student should they become ill with COVID-19 during the term and need to take a significant amount of time off from working at your site and any other relevant information regarding the remote only working environment for this student throughout this semester? For example:

- Will they work only remotely?
- Will they have in-person responsibilities?
- If you plan to have your teaching assistant work in-person in any capacity, have you discussed their rights to refuse or change their in-person commitment at any time throughout the term and how will that change their responsibility?
- What accommodations will you provide to the student should they become ill with COVID-19 during the term and need to take a significant amount of time off?

Registration Authorization (Advising Office use only):

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