

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 along with a copy of your academic advisement report (AAR) 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/Supervisor 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: _____

Credit Information:

Term (i.e., Fall 2023): _____

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.

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.

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) (supervisor check and initial all that apply):

- ☐ _____ Overall GPA of 2.75
☐ _____ Completed 12 credits of psychology

Student Responsibilities and Evaluation Criteria:

Supervisor: Describe what the student will do, who the student will work with, how the student will be evaluated, etc.

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

Type name if not able to sign

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.)

Registration Authorization (Advising Office use only):

Psychology Advisor Signature

Date

Class Number

Permission Number