



## Department of Psychology PSY 484 Internship Contract

\_\_\_\_\_, ASU I.D. \_\_\_\_\_  
(Student Name)

on this date \_\_\_\_\_ agrees to an internship with \_\_\_\_\_  
(Company/Community Site)

for a minimum of 120 total contract hours, to begin on \_\_\_\_\_ and  
to be completed (first day of semester - academic calendar)

by \_\_\_\_\_. (For extension, check with internship coordinator if needed)  
(last day of semester – academic calendar)

Site Supervisor \_\_\_\_\_  
(Name of Site Supervisor)

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Mailing address for Internship site \_\_\_\_\_  
\_\_\_\_\_

Physical address where intern will be during on-site hours: \_\_\_\_\_  
\_\_\_\_\_

**Internship Schedule:** Intern is required to complete a minimum of 120 contracted internship hours within one semester’s time. All documented hours must fall within the start and end dates of the semester, according to the academic calendar ([students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar)). Some sites may require additional hours, which must be made clear to the student upon an internship offer.

To complete 120 hours, the intern must schedule to be at the internship site for approximately 8 to 10 hours per week. Please discuss the site expectations for hours and make a plan for completing the required hours prior to the beginning of the semester so that going to your internship site becomes part of your weekly schedule and your hours will be completed with ease.

If any issues arise throughout the semester and you are unable to make it into your internship for a prolonged amount of time, please immediately contact your internship supervisor. Also contact the internship coordinator to devise a plan to make up the hours that will best fit your situation.

Internship Responsibilities: The intern and the organization agree on the duties/responsibilities attached to this contract (please attach a job description or statement of goals/objectives of the internship. As specifically as possible, this statement should indicate what the intern will be expected to do or accomplish during the internship in order to meet both organizational and academic goals).

PSY 484 Academic Requirements: Student must have completed a minimum of 56 credit hours at the start of the internship. Additionally, student must maintain a minimum GPA of 2.75 in order to qualify for PSY 484. Receiving an internship offer from an organization or business does not constitute approval to enroll in PSY 484 for academic credit. After PSY 484 application documents are reviewed and approved, the intern will be permitted to enroll in 3 semester hours of academic credit as PSY 484. Student is responsible for registering for the course and all tuition/fees.

PSY 484 Internship Marketing: Interns may be asked to submit information for the Department of Psychology newsletter. The newsletter reaches out to alumni, faculty, ASU administrators, and current Psychology students. If you are selected, you will be contacted by a communications person from the Department of Psychology for specific information.

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**(Print Name)**

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**(Print Name)**

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**(Print Name)**

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**(Intern Signature)**

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**(Site Supervisor Signature)**

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**(ASU Intern Coordinator Signature)**

Copies of this contract should be given to

1. The intern
2. The site supervisor
3. Psychology Internship Coordinator