

(District Letterhead)

Date

Memo of Understanding to Serve as Doctoral Internship Supervisor

Intern: (name)

Supervisor: (name)

Supervision Start Date: (date)

The parties below understand and agree to the following terms:

1. The intern must earn a total of 1600 hrs under supervision of the above name supervisor (not to exceed 40 hours per week);
2. The supervisor will have overall responsibility for the school psychological services provided by the intern;
3. The supervisor will develop with the intern goals to be achieved during supervision;
4. The supervisor will be accessible to the intern for consultation and to the clients of the intern to answer questions and respond to concerns;
5. The supervisor will use appropriate methods of supervision, including observations and review of audio- or video-recordings, and review of reports, at the discretion of the supervisor;
6. The supervisor will provide two hours per week of face-to-face supervision to the intern;
7. The supervisor will be authorized to terminate services provided by the intern to a client and if necessary, terminate the supervisory relationship;
8. The supervisor will have access to educational records of the intern's clients;
9. The supervisor will provide an evaluation to the IUP Doctoral Program in School Psychology of the intern's performance at the end of each academic term during which the internship is in effect;
10. The supervisor will countersign reports of individual psycho-educational reports that are authored by the intern. If only multi-disciplinary reports are used, the supervisory relationship between the intern and the supervisor should be annotated on the report.
11. The supervisor understands that there will be no reimbursement, honoraria, favors, or gifts from any of the parties involved as results of serving as the intern's supervisor.

Intern's Name, Degree
Indiana University of Pennsylvania

Supervisor's Name, Degree
Address

District Official
Title