(Updated 5/12/20)

*Letter to* ***PSY 398: Counseling & Clinical Field Experience Seminar*** *Internship Site Supervisor*

The College of New Jersey

Department of Psychology

P.O. Box 7718

Ewing, NJ 08628-0718

Dear Internship Supervisor:

Thank you for providing a valuable internship for a student of the Psychology Department at The College of New Jersey. This letter describes our expectations for the internship experience associated with the Counseling & Clinical Field Experience Seminar course (PSY398), and the responsibilities of the sponsoring organization and supervisors providing internship experiences for our students.

The Counseling & Clinical Field Experience Seminar gives students opportunities to apply and to expand their understanding of psychology by working alongside mental health professionals who use psychological knowledge and principles in their work. Student interns must be involved in appropriate pre- professional activities that expand their knowledge and skills. In particular, interns must have substantial direct contact with individuals served at the placement as well as opportunities to observe and/or perform clinical- and/or counseling-related tasks; clerical and other unskilled activities should be minimal. **Interns are required to complete 135 hours of on-site work over a 14-week semester, or approximately 9.5-10 hours per week**.

The on-site internship supervisor is responsible for (1) offering appropriate intern duties, (2) training the intern in performance of the specified duties, (3) providing weekly in-person supervision of the intern, and (4) completing an evaluation of the student intern at mid- and end-of-semester.

As part of the internship approval process, the student intern will ask you to provide a **Letter of Intent** to offer the internship experience. This letter must include the following information, which will enable us to determine whether the Internship meets the expectations of the Psychology Department in terms of intern duties and number of hours worked on-site:

***Note***: **Letter should be typed on organization letterhead**

1. Name of student intern
2. Primary focus of the internship site (*Example*: outpatient community clinic for clients of all ages and mental health concerns)
3. Name of supervisor
4. Supervisor’s phone number and email address
5. Intern’s duties (please be specific or the review committee will request a new letter)

*Example*: assist with client intakes; attend weekly treatment team meetings; participate in mindfulness group therapy sessions; help to write group session notes; attend occasional individual therapy sessions (if client gives permission).

1. Number of hours per week that the intern will work on-site
2. Start date (month/day/year) and end date (month/day/year) of internship

***Note***: If start/end dates are not available, include the total number of on-site hours that the intern is expected to complete.

1. Confirmation that students will complete at least **135 total hours** at the placement.

If you have any questions, please feel free to contact me. Thank you again for offering a valuable learning experience for our students.

Sincerely,

Jeanine Vivona, PhD

Professor, PSY398

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