

CAMS Summer Internship Program Student-Supervisor Agreement

Program Overview

The 12-week CAMS Summer Internship Program will take place over the two NYU summer semesters: Summer Session I begins on May 28rd and ends on July 7th 2019; Summer Session II begins on July 8th and ends on August 18th 2019. The major focus of the program is practical field experience in a mental health setting working with children and adolescents. Working on a specific project for 15-20 hours per week over a 12-week period, students will be given the unique opportunity to practice many of the theories and principles learned in the classroom during prior semesters. Students will interview for available clinical, research, education, and administrative internships at the Child Study Center and a variety of affiliated institutions. Students will work on specific projects related to child and adolescent mental health, while participating in weekly supervision and mentorship. Sample deliverables might include research projects, clinical assessments, health services or administrative reports, literature reviews, development of business plans or a new clinical service or activity, and clinical chart reviews.

The second component of the program is didactic, consisting of a weekly half-day seminar throughout the full 12-week program. The half-day seminar will also include participation in weekly peer supervision. This rare opportunity will provide students with access to senior practitioners and leaders in the field of child and adolescent psychiatry and psychology, who will share their experience and expertise, the lessons they have learned, and the advice that they would give to students about to enter the field. Themes to be covered include:

1. An overview of career options in child and adolescent mental health
2. Key roles and services in research, clinical care, education, and administration
3. How to stand out from the competition when applying to graduate schools and jobs
4. Specific early career guidance

The didactic assignments will be four-fold:

1. Write an academic and/or professional résumé and cover letter that incorporates the student's new work experience, which the instructors will carefully critique
2. Research and write a critical review of the current empirical literature related to the field in which the student is interning
3. Design, develop, and present an original poster at a Child Study Center department conference
4. Write an accompanying paper that expands on the contents of the poster

The contents of the posters will reflect the fieldwork experiences and projects in which the students have engaged during the summer. Each student will be provided with a letter of recommendation written by his/her assigned supervisor upon completion of the course.

Responsibilities of the Supervisor

1. The supervisor provides overall leadership and mentorship of the project team. If the primary project leader is unable to supervise the intern on a weekly basis, a direct supervisor must be identified.
2. The interns are paying for course credit to participate in this program. As such, supervisors have an obligation to provide a broad education in their particular area. Supervisors are expected to meet with students regularly (at least once weekly), assign relevant readings, include students in project meetings, and encourage students to attend relevant colloquia and professional meetings.
3. Midway through the placement, students will submit a critical review of the current empirical literature related to the field in which the student is interning. Supervisors are expected to provide the student with initial input and some appropriate citations to get them started on this deliverable.
4. Towards the end of the placement, the intern will create a poster and written accompanying paper that describes the fieldwork experiences and projects in which s/he has engaged during the summer. Supervisors are expected to provide input into both these deliverables and to attend (or send a representative to) the poster conference in the second week of August.
5. At both the midpoint and end of the placement, supervisors will provide a written evaluation to Professor Pochtar based on the student's demonstrated contribution, teamwork, final product, and communication and professionalism skills. This feedback will weigh heavily when assigning the final grades at the end of Summer I and Summer II semesters.
6. Supervisors will provide a letter of recommendation upon completion of the intern's work.

Responsibilities of the Student Intern

1. Certain activities must be completed before a student is eligible to participate in this course:
 - a. A list of internship opportunities will be available on the CAMS website before the summer term is to begin. Students must contact the supervisors of the projects in which they are interested and interview for these positions. Should a student request an alternative project (e.g., involving work at a neighboring health care or research institution in New York City), Professor Pochtar will evaluate the proposal and make a decision as to the viability of such a project.
 - b. Six weeks prior to the beginning of the summer term, each enrolled student must be matched with an approved field placement. These deadlines will be provided to registered students, and the instructors will work closely with students to see that all deadlines are met.

- c. Students will be working as volunteers in the Department of Child and Adolescent Psychiatry, and therefore must complete all the mandatory paperwork and medical clearances required by NYU Langone.
2. As soon as possible after the student-supervisor relationship is finalized, the student is responsible for seeing that each person, including the course faculty, has one copy of this Agreement that is signed by all relevant parties.
3. The student should have regular meetings, generally weekly, with the supervisor to discuss the project, as indicated above for supervisors. As a student-supervisor team is an interactive experience for mutual benefit, students should let the supervisor know their specific learning goals and interests and if they require more explanation and/or reading suggestions about various aspects of the project. Students should feel free to initiate discussions with their supervisor, to ask questions, and to provide thoughtful comments both in meetings with the supervisor and at class meetings.
4. Students have an obligation to attend the weekly didactic classes and to submit the homework assigned by the course faculty, including the critical literature review, professional resume, draft poster, and final project poster and accompanying paper. As indicated above, students should discuss information relevant to the assignments with their supervisor before submission.
5. Students should be prepared to present their final project poster at the Child Study Center department conference during the second week of August. Appropriate acknowledgement of the supervisor and project team should be made at such presentations.
6. If a student identifies any problems relevant to the student-supervisor relationship, the student should discuss these concerns directly with the supervisor. If a satisfactory solution cannot be resolved, then the student should contact Professor Pochtar. If a student is struggling with the course materials or assignments, s/he should discuss their concerns with Professor Pochtar.

Within one week after the student has joined a project team in summer session I, all relevant parties must have signed this Agreement. The final Agreement must be given to Professor Pochtar, who will then review the Agreement and provide a final copy to each signatory. Students and supervisors are expected to review the Agreement periodically to be sure that all parties are fulfilling their responsibilities to the program as a whole.

Student: print & sign name, date

Project Supervisor: print & sign name, date

Direct Supervisor (if different from above supervisor): print & sign name, date

Additional Supervisor: print & sign name, date

Additional Supervisor: print & sign name, date

*Any concerns relevant to the CAMS Summer Internship Program should be addressed to:

Randi Pochtar, PhD

646-754-4922

randi.pochtar@nyulangone.org