

**REQUEST FOR SITE APPROVAL  
PSY 4949: COMMUNITY WORK IN PSYCHOLOGY**

The purpose of PSY 4949 is to provide students with practical experience to complement their formal coursework in psychology. Students should be supervised by professionals who possess appropriate expertise for providing a psychologically-relevant experience. It is expected that work performed by students will enhance their understanding of psychology in applied settings. Routine office work (filing, etc.) are generally not appropriate activities for PSY 4949 students. Students are expected to work 45 hours for each credit hour that they receive, regardless of the term length. **Students are volunteers and may not be paid.** Please visit our website, <http://www.psych.ufl.edu/~undergrad>, and click the Community Volunteer Experience link for more information about this course.

Please complete the following information (this form can be saved after typing into it):

**AGENCY INFORMATION**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PHONE and FAX: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_

Please indicate ☒ whether:

- ☐ You are seeking one-time approval for this student only (list student's name & email):  
\_\_\_\_\_  
☐ You wish to have your site added to our list of approved sites.

Using additional pages as necessary, please provide **ALL** of the following required information, in the order specified below, with the letter of each section (a, b, etc.) clearly marked. Make sure to explicitly detail the relevance to psychology throughout your responses, with a clear description of the aspects of the work that are related to psychology and how they are related.

- a. A statement of the agency's willingness to provide the student with a meaningful educational experience.
- b. A description of the training of the staff that will supervise the student.
- c. A description of the training that will be provided to the student.
- d. A description of the duties and responsibilities of the student.
- e. A statement of liability insurance arrangements for volunteers regarding their interaction with clients (if not a State agency).
- f. A description of the criteria that will be used to evaluate the performance of the student.

Return this form with any attachments to: [psych-advising@ufl.edu](mailto:psych-advising@ufl.edu)  
Subject: PSY 4949 site approval for Undergraduate Coordinator

Feel free to contact the Undergraduate Coordinator at the above email if you have any questions.