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**Primary Internship Site (*majority of hours*)**

**Secondary Internship Site (*less than 10 hours per week*)**

**CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP AGREEMENT**

**Purpose of this agreement:**

The purpose of this agreement is to establish internship expectations between the internship student, site and the department. All internship students must complete a minimum of 600 hours with 240 direct hours and 360 indirect hours. The internship may be completed over two or three semesters.

For example:

Fall semester, 300 hours + Spring semester, 300 hours = 600 hours

Summer semester, 100 hours + Fall semester, 300 hours + Spring semester, 200 hours = 600 hours

This agreement must be typed except for the signature page.

This agreement is made this       day of       by and between

the student (hereinafter referred to as **STUDENT**), the site (hereinafter referred to as **SITE**) and the Department of Counseling and Human Services at the University of Colorado Colorado Springs (hereinafter referred to as the **DEPARTMENT**).

This agreement will be in effect for a period of time from       to      .

*(Note: Please enter dates in the form mm/dd/yy)*

**INTERNSHIP STUDENT INFORMATION:**

**Name:**

**Phone Number (cell):**

**Email Address:**

**UCCS Email Address:**

**SITE INFORMATION:**

**Site Name:**

**Site Phone:**

**Site Address:**

**Site Web Address (if applicable):**

**SITE SUPERVISOR INFORMATION:**

**Site Supervisor Name:**

**Site Supervisor Phone:**       **Highest Degree:**

**Email Address:**

**License/Certification Type:** **State:** **Number:**

**Site Supervisor Years of Professional Experience:**

**CACREP 2016 Standards for Site Supervisors:** Site supervisors have (1) a minimum of a master’s degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program’s expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.

**CACREP and Office of Behavioral Health Standards for Addictions Emphasis Site Supervisors:** All of the above requirements and be a Licensed Addiction Counselor (LAC) or Certified Addictions Counselor (CACIII)

**RESPONSIBILITIES OF STUDENT, SITE SUPERVISOR AND DEPARTMENT**

The **STUDENT** shall be responsible for:

* securing an internship site by fulfilling any required site expectations (e.g. interview, attending orientation and training).
* meeting with the site supervisor to review and sign the internship agreement
* securing student liability insurance
* reading and agreeing to abide by (in writing) the ACA and AMCHA ethical standards for practice and any pertinent standards for the site
* developing a predictable schedule for the completion of internship hours that is

approved by the site supervisor.

* maximizing supervision time with the site supervisor and using feedback from the site supervisor and university supervisor throughout the experience
* maintaining the internship placement for at least one 16-week semester. Some sites may require a longer commitment.

The **DEPARTMENT** shall be responsible for:

* identifying students who have completed the required knowledge, skill and self- awareness prerequisites for the internship experience.
* providing the SITE with an agreement which clearly delineates the responsibilities of the STUDENT, the DEPARTMENT and the SITE.
* identifying a qualified university supervisor to work with the SITE in coordinating the internship experience. The University Supervisor provides consultation with the SITE

supervisor, weekly group supervision, information related to professional development opportunities and other support as needed

* informing the internship student of all university related practicum requirements
* requiring the internship student to purchase student professional liability insurance
* providing weekly group supervision (2 ½ hours) which will include students making case presentations about their work at the SITE and discussing possible strategies for working with these cases. These group supervision meetings will be conducted with a heavy emphasis on the ethical treatment of confidential client information. Names and other key client identifying data will not be used in these presentations.
* reviewing all documents submitted by the student including verification of final hours
* awarding the student a final grade. The PROGRAM gives considerable weight to the evaluation of the student provided by the SITE supervisor in the grade determination

The **SITE** shall be responsible for:

* providing an orientation to the student that fully describes the SITE and its policies, procedures and services provided. The orientation should describe the student intern's expected role and expectations at the SITE.
* identifying a qualified SITE supervisor. The site supervisor must be a CACREP approved site supervisor (see page 1 of this agreement)
* providing the opportunity for the counseling intern to engage in a variety of appropriate counseling activities (e.g. individual and/or group counseling) under supervision.
* providing a minimum of 300 clock hours of counseling-related experiences for the student over a minimum of *one academic semester*. Of these hours, 120 hours are direct client service (i.e. student using counseling skills with a client). The remainder may be in other counseling-related activities that help students prepare for counseling, review counseling theories and techniques or promote the student’s development. (*A total of 600 hours is required to fulfill the internship*.)
* ensuring that direct site supervision is available to the student whenever he/she is counseling or providing direct service to clients.
* providing a minimum of one hour per week of individual or triadic supervision (which may include recorded sessions and/or direct observation) delivered by a qualified site supervisor.
* providing the opportunity for the student to become familiar with a variety of professional activities other than direct service.
* providing the opportunity for the student to record interactions with clients appropriate for use in a case presentation and supervision.
* providing the opportunity for the student to gain supervised experience in the use of a variety of professional resources related to the services provided by the SITE
* preparing a formal evaluation of the student's performance for each semester of internship
* attending the DEPARTMENT Site Supervisor Training held every fall semester or completing the online supervision training provided by the DEPARTMENT
* if the student is using hours toward Addictions Emphasis and CAC hours, there must be at least one hour per month of addictions specific supervision. Supervisor should sign off on a specific, monthly addictions activity log. <https://drive.google.com/file/d/0BzKoVwvexVATT2RmZmR4VVZVaTg/view>

**Anticipated Internship Activities**

I, **SITE SUPERVISOR**, anticipate that the **STUDENT** named above will participate in the following experiences during his or her practicum (please check all that apply):

|  |  |
| --- | --- |
|  | (X) |
| Individual counseling |  |
| Group counseling (including co-facilitation) |  |
| Couples counseling (including co-facilitation) |  |
| Family counseling (including co-facilitation) |  |
| Addiction focused counseling |  |
| Play therapy |  |
| Case management |  |
| Bio-psycho-social intake |  |
| Psychological assessment |  |
| Treatment planning |  |
| Staff meetings to discuss clients |  |
| Other: |  |
| Other: |  |

**Equal Opportunity:** It is mutually agreed that neither party shall discriminate on the basis of race, color, nationality, ethnic origin, age, sex, sexual orientation or creed.

**Financial Agreements:** Financial stipulations may vary from one SITE to another. If a financial stipulation is to be provided, it is stated in a separate agreement provided by the SITE.

**Termination:** It is understood and agreed upon by the parties hereto that the SITE has the right to terminate the internship if the site supervisor determines that the counseling student's behavior is detrimental to the operation of the SITE and/or client care. Such action should not be taken by the SITE until the issues involved have been discussed with the student and university supervisor.

*The STUDENT and SITE SUPERVISOR will immediately contact the university supervisor in the event that an internship agreement is terminated. Site Supervisors are encouraged to document all of their concerns related to student performance.*

**Required signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor Signature Date

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Site Supervisor Signature Date

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Internship Student Signature Date ***Updated 10/2016***