

**SCHOOL 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 in two semesters, 300 per semesters with 120 direct hours and 180 indirect hours. This agreement must be typed except for the signature page. This agreement is made this       day of       by and between       (hereinafter referred to as **SITE**) and the Department of Counseling and Human Services of the University of Colorado - Colorado Springs (hereinafter referred to as the **PROGRAM**).

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

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

**SCHOOL COUNSELING INTERN INFORMATION:**

**Name:**

**Phone Number (cell):**

**Email Address:**

**Address:**

**SITE INFORMATION:**

**Site Phone:**

**Site Name:**

**Site Address:**

**SITE SUPERVISOR INFORMATION:**

**Site Supervisor:**

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

**Email Address:**

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

**Site Supervisor Years of Professional Experience:**

**CACREP 2016 Standards for Site Supervisors:** Site supervisors have (1) a minimum of a master’s degree in School Counseling; (2) licenses from the Colorado Department of Education; (3) a minimum of two years as a professional school counselor; (4) knowledge of the program’s expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision.

**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 ASCA ethical standards for practice and any pertinent standards for the site.
* attending the mandatory DCHS department fieldwork orientation
* 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 the entire 16-week semester.

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 internship 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 student information. Names and other key student identifying data will not be used in these presentations.
* reviewing all documents submitted by the student including verification of final hours for the internship.
* awarding the student’s 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 per semester of counseling-related experiences for the student over a minimum of one academic semester. Of these hours, 120 hours are direct student services (i.e. internship student using counseling skills with a student, parent or teacher). The remainder may be in other counseling-related activities that help internship students prepare for counseling, review ASCA National Model and techniques or promote the internship student’s development.
* ensuring that direct site supervision is available to the internship student whenever he/she is counseling or providing direct service to students.
* providing a minimum of one hour per week of individual supervision (which may include recorded sessions and/or direct observation) delivered by a qualified site supervisor.
* providing the opportunity for the internship student to become familiar with a variety of professional activities other than direct service.
* providing the opportunity for the internship student to record interactions with students appropriate for use in a case presentation and supervision.
* providing the opportunity for the internship 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 internship student's performance for the semester of the internship
* attending the DEPARTMENT Site Supervisor Training held every fall semester or completing the online supervision training provided by the DEPARTMENT

**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 student 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 a* internship *agreement is terminated. Site Supervisors are encouraged to document all of their concerns related to student performance.*

**Internship Activities**

I, site supervisor, anticipate that the **COUNSELING INTERN** named above will receive the following experiences during his or her internship field experience:

|  |  |
| --- | --- |
| **School Counseling Activities**  Classroom Activities |  |
| Small Groups |  |
| Schoolwide Activities |  |
| **Individual Planning**  Advisement |  |
| Appraisal |  |
| Individual Counseling |  |
| **Responsive Services**  Consultation |  |
| Crisis Counseling |  |
| Referrals & Resources |  |
| **System Support**  Research & Development |  |
| Professional Development |  |
| Committees/Advisory Board |  |
| Department Meetings |  |
| Community Outreach |  |
| Program Management/Data Collect |  |
|  |  |

**The names of the responsible individuals at the two institutions charged with the implementation of this contract are:**

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

University Supervisor Signature Date

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Site Supervisor Signature Date

**I agree to the terms of this Memorandum of Agreement and will abide by the policies and procedures of the SITE.**

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Counseling Intern Signature Date

***Updated 2/12/2015***