



**M.A. in Counseling Internship Agreement**  
**Department of Counselor Education & Student Affairs**  
**Clinical Mental Health Counseling**  
**Marriage, Couple, and Family Counseling**  
**Addictions Counseling**

PLEASE PRINT CLEARLY

Student Information

Name: \_\_\_\_\_ KU Student ID #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ KU E-mail address: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Academic Year: \_\_\_\_\_ - \_\_\_\_\_

Please Check Program Track:    CMHC            MCFC            Addiction

Students submit entire signed agreement and proof of ACA membership and liability insurance to [coufieldexperience@kutztown.edu](mailto:coufieldexperience@kutztown.edu) by the second Monday in April.

Note: Students are registered for internship administratively. Please enroll in your other classes as soon as registration opens.

Student: Review this document with your site supervisor, obtain their signature on p. 4, and you also sign p. 4.

PLEASE PRINT CLEARLY

Site and Site Supervisor Information

Supervisor Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Are you a KU alumni? \_\_\_\_\_

E-mail address: \_\_\_\_\_

Supervisor Highest Degree (check one)    M.A.    M.S.    M.S.W.    M.Ed.    Ph.D.

    Psy.D.    Ed.D.    Other (specify) \_\_\_\_\_

Specific Name of Degree (e.g., Counseling, Social Work): \_\_\_\_\_

Supervisor's professional license/certification (check all that apply):    LPC    LMFT    NCC

    LCSW    CAADC    Licensed Psychologist    Other (specify): \_\_\_\_\_

Number of years of master's level (and higher) counseling experience: \_\_\_\_\_

Number of years of master's level (and higher) supervisor experience: \_\_\_\_\_

Brief summary of supervision training (e.g., coursework, CEUs, experience):

**Supervisor: Please review all responsibilities, check and sign on page 4, and *attach a resume.***

Office Use Only:

\_\_\_\_\_ Site has a current Kutztown University affiliation agreement.

\_\_\_\_\_ Site does not have an agreement – Information sent to program coordinator to initiate affiliation agreement.



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Internship in Counseling provides students with a challenging clinical counseling experience under the supervision of a qualified mental health professional. Standards for internship align with the Council for Accreditation of Counseling and Related Educational Programs (2016) for CMHC, MCFC, and Addictions specialty areas, the PA Board educational requirements for the LPC, and the PA Board educational requirements for the LMFT..

**I. Responsibilities of On-Site Supervisor:**

- Hold the following credentials: 1) A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses; 2) A minimum of two years of pertinent professional experience in the program area in which the student is enrolled; 3) Knowledge of the program's expectations, requirements, and evaluation procedures for students; 4) Relevant training in counseling supervision (CACREP, 2016, p. 15).
- Conduct/oversee an orientation that addresses site policies and procedures for crisis intervention, mandated reporting, ACA ethics, PA law, HIPAA, and other relevant policies and procedures.
- Provide supervision aligned with the student's specialty area (i.e., CMHC, MCFC, Addictions).
- Provide the student-counselor with opportunities to develop skills in service delivery, including but not limited to: individual counseling; group counseling; relationship counseling; intake; evaluation; treatment planning; use of counseling research, psycho-education; career counseling; case management; consultation and team meetings.  
Note: Students may apply co-counseling to the 240 hours of direct client contact; however, shadowing/observing is not direct client contact.
- In addition to the development of individual counseling skills, students must lead or co-lead a counseling or psychoeducational group.
- Supervise the student-counselor for a minimum of one hour per week in face-to-face individual supervision.
- Internship students may see a portion of clients via telehealth but must be 100% on-site (i.e., you cannot see clients from home). Although internship students are permitted to see clients via telehealth, the majority of their clients must be in-person. Internship field sites must provide:
  - A secure telehealth platform.
  - Telehealth training/continuing education for supervisor and student intern.
  - Telehealth training to students.
- Provide the student with a total of 600 hours of professional experience. The 600 hours must include 240 direct client contact hours over the course of the academic year.
- Sign-off on intern's log of hours and clinical case notes.
- Assess and evaluate the student-counselor's performance using the CACREP (2016) standards-aligned supervisor assessment of skills and practices during each internship semester.
- Notify the faculty supervisor immediately if a change of supervisor is necessary.  
Note: Supervisors must complete an internship agreement.
- Notify the faculty supervisor immediately if significant concerns arise that may require remediation or termination of the student's internship.
- Assure that the student-counselor has the opportunity to audio or video tape a minimum of one session, each semester, for purposes of university and on-site supervision or permit the supervisor to attend live sessions.



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**II. Responsibilities of University Faculty Supervisor:**

- Hold the following qualifications: 1) A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses; 2) A minimum of two years of pertinent professional experience in the program area in which the student is enrolled; 3) Knowledge of the program's expectations, requirements, and evaluation procedures for students; 4) Relevant training in counseling supervision (CACREP, 2016, p. 15).
- Collaborate with the on-site supervisor and student-counselor to develop a challenging practicum experience consistent with professional standards and student-counselor personal and professional interests, abilities, and goals.
- In addition to the development of individual counseling skills, students must lead or co-lead a counseling or psychoeducational group.
- Develop a course syllabus that reflects the purposes, goals, and objectives of professional CMHC counseling at the internship level. Course requirements *minimally* include: 600 hours of professional experience; 240 hours of direct client contact; one hour of weekly on-site supervision; three hours of university-based supervision, a group counseling experience, and evaluations.
- Facilitate student-counselor development in weekly sessions of university-based group supervision. Supervision approaches will be tailored to the student's specialty area (i.e., systems oriented supervision for MCFC students).
- Conduct training in case review, multidisciplinary teaming, clinical supervision, transcript analysis, cultural sensitivity, case conceptualization, integration of research literature, ethical and legal standards, advocacy, mandated reporting, diagnosis, and crisis intervention.
- Provide on-site supervisor with CACREP (2016) CMHC measure for assessing the trainee's performance and with clinical counseling supervision training materials.
- Sign weekly logs of university supervision weekly and review end-of-year logs to insure 600 hours total and 240 hours of direct client contact.
- Provide intern with formative and summative feedback using multiple data points, such as involvement in university based group supervision, timely completion of course requirements, site supervisor, client, and self-evaluations, SAPER review, and direct evidence of working successfully with clients.
- Provide on-site visitation(s) upon request of on-site supervisor or as useful or necessary.
- Assume primary responsibility for checking the internship student's proof of liability insurance and professional membership, checking logs, and assigning a course grade.

**Responsibilities of Internship Student:**

- Initiate and secure an internship placement agreement and submit the original signed agreement along with proof of ACA membership and proof of liability insurance to [coufiellexperience@kutztown.edu](mailto:coufiellexperience@kutztown.edu) by the second Monday in April (the semester before internship).
- Provide proof of valid Acts 34, 114, 151 clearances, child abuse reporter training, proof of counseling liability insurance and recent TB Test if updated documents are required by the site.
- Contact sites inquiring about available internships; secure interview(s); review agreement with on-site supervisor and assure that requirements can be satisfied. Inform faculty advisor of problems securing a site.
- Participate in an orientation to the internship site, which may be in addition to the 600 clock hours.
- Participate in 3-hour/week university-based group supervision and complete all course requirements.
- Maintain an accurate log detailing hours of client contact (600 hrs total/240 hrs of direct client contact), university-based group supervision (3 hrs/wk), on-site supervision (1hr/wk minimum), and other activities specified in the syllabus and required by the site.
- Perform all duties and activities in accordance with FERPA, HIPAA, ACA Ethical Standards, PA Law, policies of the on-site agency, and Kutztown University.
- For MCFC students, declare a couple and family systems orientation focus for practice, as indicated on the agreement, and assure that the site supervisor can provide the selected systems focus.
- Students must lead or co-lead a counseling or psychoeducational group.



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**IV. Problems and Termination of Agreement**

- A. If problems/concerns arise with the Internship Student or terms of the site agreement, the faculty or on-site supervisor may make modifications or terminate the agreement ONLY in consultation with all parties involved. Follow these steps for modification or termination of agreement.
  - 1. Contact the University Supervisor or Site Supervisor within 48 hours to discuss termination.
  - 2. Notify the internship student within 48 hours of the concern.
  - 3. Submit a written report of concerns to all parties involved.
  - 4. Make a decision for modification or termination of agreement in consultation with all parties.
  - 5. If applicable, issue an amendment to the agreement.
- B. In consultation, any party may terminate this Agreement in the event of a substantial breach.
- C. Nondiscrimination. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Educational Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

The term of this Agreement shall be 1 academic year.

**Internship Student: “By my signature below, I authorize the Department of Counselor Education to register me for COU594 Field Experience in Clinical Counseling.”**

**On-Site Supervisor: "By my signature below, I agree to the requirements of the M.A. in Counseling Internship Agreement.**

The undersigned agree to all the provisions stated in the Internship Site Agreement.

Internship Student \_\_\_\_\_ Date \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_