



**M.A. in Counseling Internship Agreement**  
**Department of Counselor Education**  
**Addiction Counseling**

PLEASE PRINT CLEARLY

Student Information

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

KU E-mail address: \_\_\_\_\_ Academic Year: \_\_\_\_\_ - \_\_\_\_\_

**Student:** Review this document with the site supervisor. Obtain their signature on pp. 2 & 4, sign p. 4, and submit entire original completed agreement to [coufiellexperience@kutztown.edu](mailto:coufiellexperience@kutztown.edu) by the second Monday in April before Internship. Proof of updated ACA membership and liability insurance are also due to the KU faculty supervisor before your practicum documents expire. Students are registered for internship administratively. Please enroll in your other classes as soon as registration opens.

PLEASE PRINT CLEARLY

Site and Site Supervisor Information (please attach your resume to this agreement if available)

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

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

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

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

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

Supervisor Highest Degree (circle one)

M.A. M.S. M.Ed. M.S.W. Ph.D. Psy.D. Ed.D. Other (specify): \_\_\_\_\_

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

Supervisor's professional license/certification (circle all that apply):

LPC MFT NCC LSW LCSW CAC 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): \_\_\_\_\_



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## Department of Counselor Education

### Addiction Counseling

Internship in Clinical Mental Health 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 (2009) for the CMHC specialty area, and the PA Board educational requirements for the LPC.

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

- A. 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, 2009, p. 14).
- B. 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.
- C. Collaborate with the faculty supervisor and student-counselor to develop an internship experience that meets professional standards of the Clinical Mental Health Counseling specialty, including providing students with diverse clients, challenging clinical issues, and intensive clinical supervision.
- D. 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.
- E. Supervise the student-counselor for a minimum of one hour per week in face-to-face individual supervision.
- F. Internship students may see clients via telehealth but must be 100% on-site (i.e., you cannot see clients from home). Although internship students will be able to see clients via telehealth, the majority of their clients must be in-person. Internship field sites must provide:
  - Proof of a secure telehealth platform.
  - The site supervisor must be able to show proof of telehealth training/continuing education.
  - The site must provide telehealth training to students.
- G. Insure availability of 240+ hours of direct client contact over the course of the academic year. Sign-off on intern's log of hours and clinical case notes.
- H. Assess and evaluate the student-counselor's performance using the CACREP (2009) standards-aligned supervisor assessment of CMHC skills and practices during each internship semester.
- I. Notify the faculty supervisor immediately if a change of supervisor is necessary. \*Note. Supervisors must complete an internship agreement.
- J. Notify the faculty supervisor immediately if significant concerns arise that may require remediation or termination of the student's internship.
- K. 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.
- L. Check and sign below confirming clearances and documents that will be managed by the site:
  - Act 34 – Criminal History Record
  - Act 151 – Child Abuse History Clearance
  - Act 114 – Federal Criminal History Record
  - TB Test
  - Other (specify) \_\_\_\_\_

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Site Supervisor Signature

Date



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

- A. 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 [in the CMHC specialty area] (CACREP, 2009, p. 14).
- B. Collaborate with the on-site supervisor and student-counselor to develop a challenging internship experience consistent with CACREP standards for Clinical Mental Health Counselors.
- D. Develop a course syllabus that reflects the purposes, goals, and objectives of professional CMHC counseling at the internship level. Course requirements *minimally* include: 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.
- E. Facilitate the CMHC student-counselor's development in weekly university-based clinical supervision. 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.
- F. Provide on-site supervisor with CACREP (2009) CMHC measure for assessing the trainee's performance and with clinical counseling supervision training materials.
- G. 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.
- H. 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.
- I. Provide on-site visitation(s) upon request of on-site supervisor or as useful or necessary.
- J. Assume primary responsibility for checking the internship student's proof of liability insurance and professional membership, checking logs, and assigning a course grade.

#### **III. Responsibilities of Internship Student:**

- A. 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 the faculty advisor by the second Monday in April (the semester before internship).
- B. Contact sites inquiring about available internships; secure interview(s); review agreement with on-site supervisor and assure that requirements can be satisfied. Submit signed agreement to faculty advisor by April 15<sup>th</sup> before internship. Inform faculty advisor of problems securing a site.
- C. Participate in an orientation to the internship site, which may be in addition to the 600 clock hours.
- D. Obtain required clearances and documentation in time to begin internship the start of the semester.
- E. Participate in 3-hour/week university-based group supervision and complete all course requirements.
- F. Maintain an accurate weekly log detailing hours of direct client contact (240 hrs total minimum), 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.
- G. Perform all duties and activities in accordance with FERPA, HIPAA, ACA Ethical Standards, PA Law, policies of the on-site agency, and Kutztown University.



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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.”**

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

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

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