

**KUTZTOWN UNIVERSITY**  
**DEPARTMENT OF COUNSELOR EDUCATION**  
**SCHOOL COUNSELING INTERNSHIP SITE AGREEMENT**

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\* Students will complete this form and the On-Site Supervisor will sign indicating that she/he agrees to the internship requirements.

Student Information:

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

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

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

Ku Student ID # \_\_\_\_\_ KU E-mail Address: \_\_\_\_\_

Semester:      Fall              Spring              Year: \_\_\_\_\_

Internship Site Information:

School Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

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

\_\_\_\_\_

Student Intern Days On-Site: \_\_\_\_\_

On-Site Supervisor Information: \_\_\_\_\_

(Print Name)

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

Degree & Certification: \_\_\_\_\_

Years of experience: \_\_\_\_\_

Please review all internship requirements and sign on page three of this document. All pages of the site agreement should be turned in to [coufiellexperience@kutztown.edu](mailto:coufiellexperience@kutztown.edu) by the **second Monday in April.**

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The School Counseling Internship offered by the Department of Counselor Education at Kutztown University is designed to provide the student counselor-in-training with: (1) an opportunity to gain practical on-the-job school counseling experience in the public schools, and (2) a means of integrating didactic skills and information with actual experience under the supervision of a currently practicing PA certified school counselor with five (5) years of experience.

**I. The On-Site Supervisor shall be responsible to:**

- Hold the following credentials: 1) a master's degree or higher in counseling or a related field; 2) School Counseling Certification and at least five years of master's clinical experience and; 3) relevant training in counseling supervision (e.g. professional development; previous experience).
- Conduct/oversee an orientation that addresses site policies and procedures for crisis intervention, mandated reporting, ACA/ ASCA ethics, PA law, HIPAA, and other relevant policies and procedures.
- Assist with the development of the goals and objectives for the practicum field experience.
- Provide the student with the opportunity to complete all requirements as listed in course syllabus, which include at least the following:
  1. Conduct distinct core curriculum (classroom) lessons for students
  2. Provide the Intern with appropriate student clients for individual counseling, with a minimum of four (4) separate student clients
  3. Provide the intern with an opportunity to lead at least 1 small counseling group each semester
  4. Conference and consult with parents and other school personnel
  5. Attend appropriate student support meetings, such as Student Assistance Programming (SAP), Instructional Support Team (IST), RTI, and multi-disciplinary meetings
  6. Attend faculty meetings and in-services
  7. Coordinate career development activities
  8. Conduct a school counseling project (e.g.: coordinate a career day or lead a parent workshop) with the joint approval of on-site and University Supervisors (as per syllabus)
  9. Conduct other school counseling related duties
- Provide the opportunity for the Intern to audio/video tape individual, group, or classroom sessions
- 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.
- Provide the University Supervisor an evaluation of the Intern's performance and potential
- Provide the Intern with a minimum of one (1) hour per week of direct, face-to-face, individual or triadic supervision.
- Meet with the University/ Faculty Supervisor (as arranged by university or On-Site Supervisor)
- If the approval of the school board or administration is required, the On-Site Supervisor shall inform the intern of the procedure to obtain such approval.

**II. The University/faculty supervisor shall be responsible to:**

- Assist the student in designing the goals and objectives of the internship field experience
- Provide frequent communication with On-Site Supervisor

- Provide ongoing group supervision during weekly seminar class and/or at a time to be determined at the discretion of the instructor
- Solicit evaluative input from the On-Site Supervisor and assume primary responsibility for assigning a grade
- Provide leadership in assisting the student in designing guidance project(s) as per syllabus.

**III. The School Counseling Intern shall be responsible to:**

- Provide proof of valid Acts 24, 34, 151 and 114, 151 clearances, child abuse reporter training, proof of counseling liability insurance, and recent TB Test.
- Review site agreement form and hour requirements, the equivalent of two (2) full days per week, with On-Site Supervisor
- Complete 300 hours per 3 credits (600 hours for 6 credits), and 120 hours of the hours per 3 credits (240 hours for 6 credits) must be in direct service (individual & group counseling, individual/small group/classroom lessons, consultation)
- Maintain an accurate, written daily log of activities and experiences and secure On-Site Supervisor’s signature on a weekly basis
- Complete other school counseling duties as assigned by the On-Site Supervisor
- Fulfill all course requirements as assigned by the internship professor
- Perform all duties and activities in accordance with FERPA, ASCA Ethical Standards, School District, Kutztown University policies, and PA Law

**IV. Problems and Termination of Agreement**

- The term of this Agreement shall be 1 academic year.
- If problems/concerns arise with the Student Intern 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. The following steps must be used to modify or terminate an agreement:
  1. Contact the University Supervisor or On-Site Supervisor within 48 hours to discuss termination
  2. Notify intern 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
- In consultation, any party may terminate this Agreement
- 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.

**Internship Student: “By my signature below, I authorize the Department of Counselor Education to register me for COU590 Supervised Counseling Experience.”**

The undersigned agree to all the provisions stated in the Internship Site Agreement (students are only responsible for obtaining the On-Site Supervisor’s signature and providing their own):

Student Intern \_\_\_\_\_ Date \_\_\_\_\_

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