

SYRACUSE UNIVERSITY
Counseling and Human Services

Interim Internship Contract

The Interim Internship Contract is to be in place during situations in which Syracuse University counselors-in-training intend to engage in internship on-site experiences before or after the Internship course (COU 790) in which they are registered is in session. For example, students registered for Fall or Spring internship who wish to work on site during the university holiday schedule for December-January.

This contract needs to be signed and returned to the Internship instructor of record prior to beginning work at the site.

Internship Site: _____

Address:

Phone: _____ **Ext.** _____

Site Supervisor: _____

Phone Number: _____

Email: _____

(Supervisors will be included in Department supervision communications by email.)

Student: _____

Address:

Phone: (____) _____ **(Home)**

(____) _____ **(Work)**

Email: _____

This contract covers the period of _____ **to** _____

I _____ **am/was enrolled in the Internship course during** _____
Student _____ (semester/year)
_____ **is the instructor of record.**

- A. The *Site Supervisor* will be the primary contact person and will:**
- 1. Provide a minimum of one hour per week of clinical supervision conducted by the site supervisor. (Our department's national accreditation requires that supervision be formally arranged. Internship students are strongly encouraged to tape counseling contacts for purposes of supervision by site supervisor.)**
 - 2. Provide appropriate space for the intern, as well as the opportunity to tape-record clients.**
 - 3. Be available to the intern in case of emergency at the site**
 - 4. Work with the intern to assure that internship requirements and activities specified in the contract will be completed.**
 - 5. Evaluate the intern's performance at the mid-term and end of the semester.**

B. *THE INTERN WILL:*

- 1. Maintain a schedule, agreeing to formally notify the site supervisor for approval if a change is necessitated. It is understood that the schedule will conform to the work calendar of the internship site.**
- 2. Carry out the specified activities and responsibilities that meet the internship requirements as related to the specific placement site**
- 3. Keep a log that records time spent in the field setting, and includes weekly descriptions of activities. Logs will be reviewed and signed by the site supervisor during the weekly supervision session.**

Because the university is not officially in session during the interim period, it may be difficult for the intern or site supervisor to contact the instructor of record or other faculty members. However, should any concerns or questions arise; the intern and/or site supervisor is encouraged to contact the instructor or another faculty member. The main office number is 443-2266.

This agreement is accepted by the three parties with the expectation that its conditions will be met. In the event that those expectations are not met, the concerned party agrees to initiate communication to identify and discuss the difficulty, and to explore how barriers can be removed.

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Faculty Supervisor: _____ Date: _____