

Interim Contract

The Interim Contract is to be in place during situations in which Syracuse University counselors-in-training intend to engage in Practicum or Internship on-site experiences before or after the Practicum course (COU 750) or Internship course (COU 790) in which they are registered is in session. For example, students registered for Fall or Spring Practicum who wish to work on site during the university holiday schedule for December-January.

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

Site: _____

Address: _____

Site Phone : _____ Ext: _____

Site Supervisor: _____

Email Address: _____ Phone : _____
(supervisors will be included in program supervision communications by email)

Student Name: _____

Student Address: _____

Student Email: _____ Home Phone: _____

Work Phone: _____

This contract covers the period of _____ to _____.

**I _____ am/was enrolled in the _____
(course/number)**

**during _____.
(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 program's national accreditation requires that supervision be formally arranged. Counselor-in-training students are strongly encouraged to tape counseling contacts for purposes of supervision by site supervisor.)
2. Provide appropriate space for the student intern, as well as the opportunity to tape-record clients.
3. Be available to the student intern in case of emergency at the site.
4. Work with the student intern to assure that Practicum/Internship requirements and activities specified in the contract will be completed.
5. Evaluate the student intern's performance at the mid-term and end of the semester.

B. The Student 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 placement site.
2. Carry out the specified activities and responsibilities that meet the course 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 student intern or site supervisor to contact the instructor of record or other faculty members. However, should any concerns or questions arise; the student intern and/or site supervisor is encouraged to contact the instructor or another faculty member. The main office number is 315.443.2266.

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: _____