

Internship Agreement

This document describes and formalizes requirements concerning the placement of students for the counseling internship experience connected with the Masters degree program in Counseling at Syracuse University. As such it represents an agreement between Counseling and Human Services and the Internship Site.

This contract covers the semester/year (e.g. Fall 2024): _____

Internship Site: _____

Address: _____

Site Phone : _____ Ext: _____

Internship Site Supervisor: _____

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

Student Name: _____

Student Address: _____

SU Student Email: _____

Primary Phone: _____ Other Phone: _____

In order to provide a counseling practicum for the student enrolled in COU 790, it is mutually agreed that:

A. The Internship Site will provide the following services and support for the intern's professional development:

1. an orientation to the structure, operation, and policies of the setting necessary for an understanding of the organization within which the internship takes place.
2. a job description and time schedule (see Section C below).
3. a qualified site supervisor who will coordinate the internship.
4. provide appropriate space for the intern, as well as helping the student take steps required for audio or video recorded counseling sessions and/or live supervision (CACREP 2024 Section 4.C; recordings are also required for CHS university supervision),
5. provide opportunities to become familiar with a variety of professional activities and resources, including technology (CACREP 2024 Section 4.D),
6. support students in securing group hours - during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group (CACREP 2024 Section 4.I)
7. release time for the site supervisor to attend one 3-hour on-campus meetings per semester. These meetings will focus upon exchange of information between the Internship Instructor and the site supervisors concerning the intern's performance. Meetings will also serve as a supervision case conference for the benefit of both site and faculty supervisors.

Describe the clientele to be seen in the internship setting:

B. The Site Supervisor will be the primary contact person and will:

1. complete a Site Supervisor Information Form (intern will provide)
2. coordinate appropriate space for the student
3. provide a minimum of one hour per week of regularly scheduled individual or triadic supervision conducted by the site supervisor.
4. help to assure that permission to audio/videotape clients is secured and that the student is provided opportunities to meet recording requirements
5. work with the intern to assure that internship requirements and activities specified in the contract will be completed.
6. be available to the student in case of emergency at the site and provide consultation as needed. In case of emergency, the intern will contact the site supervisor or a clearly identified delegate who will be available to provide guidance to the intern. (CACREP 2024 Section 4.M.1)
7. evaluate the intern's performance at the mid-term and end of the semester.

C. The Intern will:

1. maintain the following time 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.
 - a. number of hours per week: _____ Note: this must allow for the accumulation of 600 total clock hours across the span of the internship (Internship I and Internship II). Two hundred and forty (240) of these hours must involve the delivery of direct service to clients. (CACREP 2024 Section 4.U and 4.V)
 - b. Specific days and hours making up the schedule:

day	start and end time

Weekly Site Supervision scheduled for: _____ (e.g. Wednesdays at 9 .a.m.)

2. carry out the specified activities and responsibilities that meet the internship requirements as related to the specific placement site (See attached: Learning Activities of Internship Student)
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.
4. maintain accurate case notes of counseling contacts
5. attend regularly scheduled internship seminars (group supervision) held on the Syracuse University campus and meet all internship course requirements.
6. attend any and all weekly required individual supervision provided through CHS.

D. Counseling and Human Services Programs (Syracuse University) will:

1. carry out the specified activities and responsibilities that meet the internship requirements as related to the specific placement site (See attached: Learning Activities of Internship Student)
2. 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.
3. maintain accurate case notes of counseling contacts
4. attend regularly scheduled internship seminars (group supervision) held on the Syracuse University campus and meet all internship course requirements.
5. attend any and all weekly required individual supervision provided through CHS. (CACREP 2024 Section 4.K and 4.M)
6. maintain records necessary to evaluate and certify the nature and extent of the intern's experience in the various aspects of the internship experience.
7. process the forms to ensure that after completion of all course requirements, the field site will receive a tuition voucher awarded in recognition of the importance the supervisor's contribution to the internship.

Goals and Learning Activities of Internship Student

The Goals and Learning Activities of the Internship Students should be:

- outlined and discussed with the University and Site Supervisors
- typewritten
- signed by all three parties
- attached to the contract.

Goals and learning activities should be specific including time frames, numbers of clients and sessions, etc.

Student goals should reflect:

- Counseling practice goals
 - Process goals
 - Skills the student wishes to emphasize and develop
 - Personal growth goals
- Learning activity goals

The learning activities to be completed over the course of the internship semester should reflect general and specific CACREP objectives. At minimum the following should be addressed (a minimum of 240 direct service hours are required):

 - Individual Counseling/Client Interviews
 - The opportunity for long-term contact with the same client
 - Group Counseling
- Depending on the placement site, include the following where appropriate:
 - Consultation with staff, teachers, family members, etc.
 - Testing/Assessment (administrating and interpretation of the results)
 - Classroom Guidance (elementary, middle, and high school)
 - Training and Development (develop and conduct structured educational experiences for staff, clients, family members, teachers or students)

- Referrals (participate in, or observe, the process of referring clients to other community agencies or other services within the school or agency.)

These goals and learning activities will be incorporated into student evaluations.

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: _____