

# APPENDIX I: Internship Contract

Clinical Mental Health Counseling Program  
Saint Cloud State University  
Department of Community Psychology Counseling and Family Therapy

## Contact Information

**Intern Name:** \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

**On-Site Supervisor Name:** \_\_\_\_\_

Title: \_\_\_\_\_

License Number: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

**Agency Administrator Name:**

Title in Agency: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

## *Internship Site Information*

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

Website: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Description of site and clients (100 words max):

Please describe the application procedure for your site (100 words max):

Special consideration or needs of site (50 words max):

With client permission, what type of taping is allowed?

- Video Audio  
Both None

Does this site require a one or two semester commitment?

- One Semester  
Two Semesters

Attachments: Brochure of Agency and/or program.

***Internship Information***

Brief Description of Internship Experience:

Other professional Experiences Available to Students:

Type of <b>Direct</b> Counseling	Estimated Hours weekly
Individual Counseling	
Couples/Family	
Group Therapy	
Other	

\*Must have a total of **240** direct contact hours by the completion of the internship experience.

***Description of Supervision***

One hour of individual face-to-face supervision weekly

Supervisor independently licensed for a minimum of 2 years.

## To the Internship Site Administrator:

Our accreditation bodies (CACREP) require that we approve each of our sites before students begin their work. Please review the Internship Site Requirements and the Student Responsibilities above and submit the form as indicated. Students are placed based on a good match between experience, interest, training and the opportunities available at the agency. Students may be paid or given stipends for travel.

### Internship Site Requirements:

- ◆ The internship site agrees to provide the student with face-to-face counseling experiences.
- ◆ The internship site agrees to provide the student with one (1) hour per week of individual supervision.
- ◆ Supervisors may be required to attend a training session at the University, on the third week of the semester.
- ◆ The internship agrees to take normal precautions to guard the safety of the student.
- ◆ The internship site agrees that the primary responsibility of the intern is service to clients, not clerical or other duties beyond what is required of other professional employees.
- ◆ The internship site agrees to provide the student with private space to see clients and supplies.
- ◆ Other requirements listed in the Clinical Experience Handbook

### Expectations and Requirements of Internship Site

1. Internship sites must have an approved On-Site Supervisor(s) that must provide one (1) hour of supervision for each 15 hours of direct client contact completed by the intern (This averages one (1) hour weekly). On-Site Supervisors may choose to meet with the intern more often. It is recommended to set a designated time for weekly supervision with the student. This facilitates their ability to prioritize client needs and prepare case conceptualization prior to supervision session.
2. Internship students must complete **600** clock hours (minimum of **240** direct client contact). The internship site must be able to have a client demand or need to support the student's clock hour requirements established by our accreditation body (CACREP).
3. Internship site must provide clinical opportunities including one or more of the following: assessments, individual counseling (including career planning), couples counseling, family counseling and group counseling.
4. Internship site must provide non-client contact hour opportunities including one or more of the following: on-site staff meetings, individual supervision, paperwork (treatment planning, progress notes, etc.), research, in-service trainings, and etc.
5. On-site supervisor will be required to sign off on the internship student's hour log at the end of each semester. All logs will be turned in to the Clinical Coordinator at the end of internship prior to graduation.
6. According to CACREP 2001 Standards internship sites should" provide the opportunity for the student to develop program appropriate audio and or video tapings of the student's interactions with clients for use in supervision" (Section III. H. 5), Students should obtain permission from the client(s) prior to recording.

### **Responsibility of the On-Site Supervisor:**

1. Regular individual supervision is essential to the success of the internship. Interns must receive one hour (1) of supervision for each fifteen hours of direct client contact. Supervision of such activities as utilizing taped interactions, written case reports, direct observations, and verbal consultations will be determined by the on-site supervisor in accordance with site policy.
2. On-site supervisors for counseling interns must have a master's level degree in a helping profession and be (1) a Minnesota licensed Professional Counselor (LPC); (2) Minnesota licensed Professional Clinical Counselor (LPCC); (3) licensed Clinical Social Worker; (LICSW) (3) licensed Marriage and Family Therapist (LMFT), or (4) licensed Psychologist (LP) for a minimum of **two** years.
3. On-site supervisors need to participate in the Site Supervisor Orientation held the third week of the semester at SCSU. Students will provide supervisors with information on date, time and directions.
4. On-site Supervisors are to arrange for interns to take part in staff meetings, case staffing, and in-service training.
5. On-site Supervisors are requested to complete 5 evaluation forms of the intern's performance – your intern will bring you this form to complete.
6. Students in the Clinical Mental Health Counseling internship must complete **600** clock hours (**240** direct client contact).
7. Interns are to be provided the opportunity for assessments, individual counseling, group counseling, classroom guidance, and/or family counseling in order to demonstrate counseling skills and receive feedback regarding their performances.
8. On-site supervisors may suggest appropriate reading(s) relative to that particular site for the intern. The readings may be a book, articles, manuals or related readings that the On-site Supervisor believes to be most beneficial to aid the intern in better understanding the site and/or clients served.
9. The intern is expected to consistently follow the policies, professional activities, procedures and legal responsibilities of the agency, school or institution.
10. On-Site supervisors are requested to provide input into the Clinical Mental Health Counseling training program at SCSU. Input may include: feedback regarding curriculum, competence as seen demonstrated by intern, skills or issues to be added to the program, etc. It is hoped that a collaborative training effort between the mental health, school or institution and SCSU will be evident through the internship, supervision and feedback meetings.
11. The internship professor will meet with the site supervisor **at least one time** during the semester to discuss the student's progress at the internship site.
12. The on-site supervisor agrees to consult with the SCSU instructor concerning the student counselor's performance.

13. The on-site supervisor must address any concerns regarding any aspects of an intern's work quality or productivity with the Internship Instructor and Clinical Coordinator before any decisions are made to release a student from their intern responsibilities.
14. The on-site supervisor agrees to contact the SCSU instructor at any time during the field placement when the student's knowledge, attitudes or skills are not acceptable for the missions of the placement site.
15. Internship instructors will provide information regarding professional development opportunities.

**On-Site Supervisor Benefits:**

1. In addition to learning opportunities that exists in the supervision process and additional assistance an intern can provide an agency, there are a number of benefits for the onsite supervisor. On-site supervisors may attend, free of charge, any workshops and/or training offered by St. Cloud State's (SCSU) Clinical Mental Health Counseling program. Please check our website for details or contact the clinical coordinator for upcoming events (nmmerchant@stcloudstate.edu).

## Signature Page

I attest that all information presented on the Internship Contract is correct to the best of my knowledge. I have read and agree to the terms and conditions of the supervision requirements and the Internship Contract.

*Signatures:*

\_\_\_\_\_  
Agency Administrator's Signature (*clinical staff including site supervisor, clinical director, licensed therapists*)

\_\_\_\_\_  
On-Site Supervisor's Signature

Orientation Training Date: \_\_\_\_\_

Is there more than 1 orientation for students to choose from \_\_\_\_ Y \_\_\_\_ N

CACREP accreditation requires that internship students receive group supervision from onsite faculty, this is held on assigned dates/times every other week. Please initial acknowledgement below

\_\_\_\_\_ Student \_\_\_\_\_ Site supervisor

## ***Internship Approval***

Name of Student Intern: \_\_\_\_\_

Site name (printed): \_\_\_\_\_ agrees to accept the above St. Cloud State University (SCSU) Clinical Mental Health Counseling graduate student as an intern.

In signing this form I understand that Saint Cloud State University, the Internship site supervisor(s) and the Internship supervision class (CPSY 696) professor may consult on my progress in my internship for training proposes. All parties have read and accept the responsibilities of the internship site as described in the Clinical Experience handbook. An electronic copy of the handbook has been provided to the on-site supervisor. A copy of this has been distributed to on-site supervisor, SCSU professor, and student intern.

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

\_\_\_\_\_  
On-Site Supervisor Signature

Date \_\_\_\_\_

\_\_\_\_\_  
SCSU Clinical Coordinator Signature

Date \_\_\_\_\_