

**INTERNSHIP CONTRACT TEMPLATE-ADAPT INFORMATION AS NEEDED TO FIT YOUR
SPECIFIC SITE AND FIELD PLACEMENT SEQUENCE**

**Valparaiso University
Department of Psychology
Graduate Program in Clinical Mental Health Counseling Internship Contract**

The purpose of this document is to specify the terms of the agreement that will exist between the Clinical Mental Health Counseling Program at Valparaiso University and the placement field site. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific agreement will exist between SITE SUPERVISOR NAME & CREDENTIALS, Dr. Mandy Morrill, the Departmental Practicum/Internship Coordinator, and STUDENT NAME.

The following student:

Name: _____

Course: _____

Address: _____

Phone: _____

will serve a field placement at this site:

Agency-Organization: _____

Address: _____

Phone: _____

Under the supervision of:

Site Supervisor Name and Credentials: _____

This field placement will begin _____

and will end _____

and will consist of approximately _____ hours per week of on-site training, for a total of _____ hours of training.

The Internship and Advanced Internship Program

The internship and advanced internship program are to consist of a minimum of 300 hours with 120 of those hours being direct contact hours with clients. This program is intended to fulfill one of the internship requirements for the Masters degree in the CMHC concentration with a total of 3 credit hours.

Responsibilities of the Internship Student

The Internship student shall be responsible for: **STUDENTS MUST INCLUDE #'s 1-7; Several objectives must be added beyond 1-7 that are agreed upon with the site supervisor:8-11 provide examples of what these objective MIGHT look like.**

1. Completing a minimum of 300 hours with a minimum of 120 hours in direct client
2. Maintaining an accurate record as required by the On-Site supervisor
3. Maintaining a log of time spent and all Internship activities which will be reviewed on a weekly basis and verified by the On Site Supervisor's signature. These logs will be turned in bi-weekly to the University Group Supervisor for review.
4. Completing and submitting counseling session tapes
5. Being at the training site according to a mutually negotiated schedule between the Field Supervisor(s) and student. Any deviation from that schedule is at the discretion of the student in consultation with his/her supervisor.
6. Being directly accountable to the Field Supervisor for actions and behavior while on site.
7. Abiding by the rules, regulations and policies of the placement agency/organization. This is particularly important with regard to client confidentiality and to ethical conduct.
8. Receiving supervision and instruction in the programs and procedures of _____;
9. Administering assessments to evaluate client abilities, strengths, and needs;
10. Scoring and interpreting the assessments that are conducted and writing reports based on interpretations of assessment results;
11. Providing feedback and career guidance to clients following the evaluation.

Responsibilities of the On-Site Supervisor

The On-Site supervisor will serve as consultant and supervisor for the Internship student while the student is on-site. Regular individual weekly supervision of at least one hour between the On-Site Supervisor and the Practicum student is required. Additionally, the On-Site Supervisor will be required to complete the Midterm and Final Evaluation of the Practicum student.

Responsibilities of the Group University Supervisor

The Group University Supervisor shall meet with the Internship student on a weekly basis in a group format for the purpose of:

1. Discussing the timely concerns and issues of the student group enrolled in the Internship course;
2. Being available as another faculty consultant to provide feedback and guidance related to students' placement concerns.
3. Evaluating at least one tape presentation during the course of the semester
4. Making a site visit during the course of the semester to meet with the On-Site Supervisor.

In the unlikely event that a problematic situation occurs between the On-Site Supervisor and the Internship student which is difficult to resolve, either the On-Site Supervisor or the Internship student may contact the student's University Supervisors or the Departmental Practicum/Internship Coordinator.

Internship Student	Date
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On-Site Supervisor	Date
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Clinical Training Coordinator	Date
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