



University of Northern Colorado
Professional Counseling
McKee Hall 248; Box 131
Greeley, Colorado 80639

INTERNSHIP AGREEMENT

This agreement is made on _____ by and between _____,
(date) (agency)

_____ and the Professional Counseling Program at the University of Northern
(Student Name)

Colorado. The agreement will be effective for a period from _____ to _____ for _____ hours a week.
start of semester end of semester

Purpose: The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of counseling.

The Professional Counseling Program agrees:

1. To assign a University faculty member to facilitate communication between the University and the internship site. This person will contact the Site Supervisor at the beginning of the academic semester to establish communication and review internship procedures;
2. To notify the internship student that they must adhere to the administrative policies, rules, standards, schedules, and practices of the internship site;
3. The University Faculty Internship Instructor will provide group supervision (average of 1.5 hours/week) to the internship student in the form of internship class meetings;
4. The University Faculty Practicum Supervisor (UFPS) shall be available for consultation with both the Field Experience Site Supervisor and Graduate Student Supervisee and shall be immediately contacted should there be any problem or change related to the student, site or University. The UFPS will contact the field experience site supervisor approximately one month into the term, to request an update on the supervisee's progress. A synchronous consultation meeting will be scheduled if follow up is needed to address any concerns at that time; otherwise, a site visit will be completed as standard practice at the midterm point of the placement experience. Additional consultation will take place as deemed necessary, appropriate, helpful, or supportive throughout the duration of the external placement, until the final review
5. The University faculty member assigned as the internship supervisor, in consultation with the on-site supervisor, is responsible for the assignment of an internship final grade.

The Internship Site agrees:

1. To assign a practicum on-site supervisor who is licensed as a mental health provider (LPC, LP, LCSW, LAC, LMFT, etc.) with appropriate credentials, has a minimum of two years experience in the current position, and has the time and interest in the supervision and training of the practicum student;

2. To provide opportunities for the student to engage in a variety of counseling activities and resources, including technology, under supervision and be involved in the evaluation of the student performance (suggested counseling experiences included in the Internship Activities);
3. In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group
4. A UNC Graduate Student Intern cannot perform any direct client service without a licensed mental health provider present and accessible on-site. This includes but is not limited to providing after-hours services and/or in-home services. A Graduate Student Intern is not permitted to do home visits as part of their internship experience unless accompanied and assisted by a licensed mental health provider (LPC, LP, LCSW, LAC, LMFT, etc.).
5. To provide the student with adequate workspace, telephone, office supplies, and staff to conduct professional activities;
6. To provide supervisory contact for an average of 1 hour per week. Supervision of the student involves some examination of student work using audio/visual tapes and/or live observation of work with clients. Supervision can be provided as individual or triadic supervision, with triadic supervision being defined as two internship students meeting with one supervisor;
7. To provide written evaluation of the student based on criteria established by the Professional Counseling Program
8. To complete the crisis procedures document provided by the UNC Faculty Practicum Supervisor and return it by the end of the first week of the semester. The crisis procedures document outlines on-site support, standard procedure for suicide or imminent threat to others, disruptive or violent client behavior, suspected child abuse or neglect, suspected at-risk or elder abuse, telehealth and telework support, and any other crisis procedures.

The Student agrees:

1. To act in a professional manner that is consistent with the ACA Code of Ethics and practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on the student's part will result in removal from the internship and a failing grade. Documentation of such behavior will become part of the student's permanent record;
2. To be responsible for being available to the on-site supervisor and the University Internship Instructor for conferences, i.e., consultation, staffings, etc., and to keep the University Internship Instructor informed regarding the internship experiences;
3. To comply with the rules, policies, and regulations of the site, i.e., staff development, working hours, schedules, etc; and
4. To complete all internship course requirements as required, and demonstrate the specified minimal level of counseling skill, knowledge, and competence in the various internship activities evaluated during the student's internship experience.

INTERNSHIP ACTIVITIES (Please check all that apply):

The internship requires that the graduate student counselor complete 600 clock hours. At least 240 hours are to be spent in direct counseling activities (with a client) which include:

- ☐ 1. Individual Counseling/Psychotherapy: Personal/Social/Occupational
- ☐ 2. Group Counseling/Psychotherapy: Co-leading, Leading (Includes Psycho-educational) **(MUST be checked)**
- ☐ 3. Intake Counseling
- ☐ 4. Testing: Administration and Interpretation
- ☐ 5. Consultation
- ☐ 6. Training in and relevant use of technology **(MUST be checked)**
- ☒ 7. Couples and Family Counseling (MCFC/T students only!)

A minimum of 360 hours may be spent engaging in indirect counseling activities, which include:

- ☐ 1. Supervision: Individual and Group
- ☐ 2. Program Administration/Org. Dev./Implementation/Evaluation
- ☐ 3. Case Conferences & Staff Meetings
- ☐ 4. Report Writing: Record Keeping, Treatment Plans, Treatment Summaries
- ☐ 5. Case management without the client present (DHS, school, probation contacts, etc.)
- ☒ 6. Other: Specify _____

* * * * *

TO BE COMPLETED BY GRADUATE STUDENT INTERN:

Name

Student I.D.

Address City State Zip

UNC Email

Student Primary Telephone (include area code)

Graduate Student Intern Signature Date

If you are also employed elsewhere, please list place

TO BE COMPLETED BY INTERNSHIP SITE:

Within the specified time frame, _____ will be the primary internship
(Site Supervisor)

on-site supervisor. The **Internship Activities (checked above)** will be provided for the graduate student intern in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity.

Supervisor Verification

Please check the following boxes to verify that you have completed these required tasks

- ☐ 1. Watched the site supervisor orientation video/listened to podcast in the last 12 months
- ☐ 2. Read the Field Experience Handbook and have contacted UNC Faculty Practicum Supervisor or External Placement Coordinator with any questions
- ☐ 3. Completed approved Supervision Training in the last 3 years
- ☐ 4. Aware that the APCE 513 Professional Renewal: Supervision class is offered free of charge to all Field Experience Supervisors and enroll as needed

We are required to confirm the site supervisor's training in counseling supervision. Please provide the dates and a title of any workshops attended or a brief description of the training for your most recent supervision training experience (in the last three years). If you have not completed supervision training in the last three years, you will need to register and complete UNC's online asynchronous Supervision course for one graduate credit during this contract period. This course is free of charge to site supervisors. Registration information will be shared with all Site Supervisors via email in the early part of the semester.

Clinical Supervisor Training(s)	Program Sponsor(s)	Date Completed	Contact Hours

Although not required, the site may assign a secondary supervisor for the graduate student. If a secondary supervisor will be assigned, please complete the following information for that supervisor and include their signature on this agreement.

Within the specified time frame, _____ will be the secondary internship
(Site Supervisor)

on-site supervisor. The **Internship Activities (checked above)** will be provided for the graduate student intern in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. Please provide the information on training in counseling supervision within the past three years for the

secondary site supervisor

Clinical Supervisor Training(s)	Program Sponsor(s)	Date Completed	Contact Hours

Agency Director or Administrator (Name/Title)

Signature

Date

Primary On-Site Supervisor (Name/Title)

Signature

Date

Primary On-Site Supervisor License Type & License #

Primary On-Site Supervisor Email Address

Secondary On-Site Supervisor (Name/Title)- *If Applicable*

Signature

Date

Secondary On-Site Supervisor License Type & License #

Secondary Site Supervisor Email Address

Agency Address

City, State

Zip

TO BE COMPLETED BY UNC SITE PLACEMENT COORDINATOR:

Site Supervisor License Verification

External Placement Coordinator Signature

Date

Professional Counseling Program Coordinator Signature

Date

Dean of the College of Education and Behavioral Sciences Signature

Date

(Signature indicates approval of internship site)