



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 he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the internship site;
3. That the University faculty member will provide a minimum of 6 hours per month of group supervision in the form of internship class meetings;
4. That the University faculty member shall be available for consultation with both the on-site supervisor and student and shall be immediately contacted should any problem or change in relation to student, site, or University occur; and
5. That 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 an internship on-site supervisor who has (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) relevant training in counseling supervision; and (5) has the time and interest in the supervision and training of the internship student;
2. To provide opportunities for the student to engage in a variety of counseling activities under supervision and be involved in the evaluation of the student performance (suggested counseling experiences included in the Internship Activities);

3. 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.).
4. To provide the student with adequate workspace, telephone, office supplies, and staff to conduct professional activities;
5. To provide supervisory contact for an average of 1 hour per week which involves some examination of student work using audio/visual tapes, observation, and supervision;
6. To provide written evaluation of the student based on criteria established by the Professional Counseling Program; and

**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 (Clinical Mental Health) or 300 hours (MCFC/T) 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)
- 3. Intake Counseling
- 4. Testing: Administration and Interpretation
- 5. Consultation (as a consultant)
- 6. Working with Children or Adolescents

\_\_\_\_\_ 7. Couples and Family Counseling (MCFC/T students only!)

A maximum of 300 hours may be spent on non-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 (inc. 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)** will be provided for the graduate student intern  
in sufficient amounts to allow an adequate evaluation of the student level of competence in each activity.

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Agency Director or Administrator (name/title) Signature Date

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On-site Supervisor (name/degree/license) Signature Date

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Agency address City State Zip

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Site Supervisor Email

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Site Supervisor and/or Internship Site Telephone

**TO BE COMPLETED BY UNC SITE PLACEMENT COORDINATOR:**

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Site Supervisor License Verification

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Professional Counseling Program Coordinator Date

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Site Placement Coordinator Date

Dean of the College of Education and Behavioral Sciences Date  
(Signature indicates approval of internship site)

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Additional site supervisor signatures will ONLY be added below at the end of each completed internship term (spring, summer, fall, winter interim) if the following criteria has been met:

1. The student has successfully completed the current term
2. The student will be continuing on at the site during the following academic term

Contracts must be resigned each academic term by the site supervisor, and electronically resubmitted to the university internship coordinator by the internship contract deadline, in order to release the student to continue their internship placement at the site.

Supervisor signature indicates that all parties agree to extending the contract for the time period noted.

The agreement will be effective for a period from \_\_\_\_\_ to  
(start date of starting semester)

\_\_\_\_\_ for \_\_\_\_\_ per week.  
(end date of ending semester) (# hours per week)

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On-site Supervisor (name/degree/license) Signature Date

Supervisor signature indicates that all parties agree to extending the contract for the time period noted.

The agreement will be effective for a period from \_\_\_\_\_ to  
(start date of starting semester)

\_\_\_\_\_ for \_\_\_\_\_ per week.  
(end date of ending semester) (# hours per week)

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On-site Supervisor (name/degree/license) Signature Date

