



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) (school)

and the School Counseling Program at the University of Northern Colorado. The agreement will be
effective for a period from \_\_\_\_\_ to \_\_\_\_\_
(start date of starting semester) (end date of ending semester)

for \_\_\_\_\_ per week for \_\_\_\_\_
(# hours per week) (Student Name)

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

The Professional Counseling Faculty and University Internship Supervisor agrees:

- 1. To notify the intern that they must adhere to the administrative policies, rules, standards,
schedules, and practices of the internship site.
2. To provide a minimum of 3 hours of group supervision every other week.
3. To remain available for consultation with the on-site supervisor and intern.
4. To respond immediately when contacted because problems develop, or changes are
warranted.
5. To assign a final grade with consideration to feedback provided by the site supervisor.

The Internship Site Supervisor:

- 1. Is a licensed/certified school counselor with appropriate credentials, with a minimum of two
years' experience.
2. Can devote the time necessary for training and supervision.
3. Will provide opportunities for the student to engage in a variety of counseling and guidance
activities under supervision.
4. Will support the intern in obtaining experiences that approximate the ASCA National Model
recommendations.
5. Will be involved in the evaluation of the intern's performance.
6. Will provide adequate workspace, telephone, office supplies, and staff to conduct
professional activities.

7. Will provide supervisory contact which involves examination and observation of the intern as he or she enacts various school counseling roles for a minimum of one hour per week.

8. Will provide written evaluation of the student based on criteria established by the professional counseling faculty.

**The Graduate Student Intern agrees:**

1. To act in a professional manner that is consistent with the ACA and ASCA Code of Ethics. He or she is aware that any breach of these ethics or any unethical behavior will result in removal from the internship and a failing grade. Documentation of such behavior will become part of the intern's permanent record.
2. To be available to the on-site supervisor and the internship instructor for conferences.
3. To keep the University Internship Supervisor informed regarding the internship experiences.
4. To comply with the rules, policies, and regulations of the school (e.g., staff development, schedules, code of conduct, and attire).
5. To complete all internship course requirements.
6. To demonstrate the required level of counseling skill, knowledge, and competence in the various internship activities assigned.

**TO BE COMPLETED BY GRADUATE STUDENT INTERN:**

_____	_____		
(Name)	(Bear Number)		
_____			
(Address )	(City)	(State)	(Zip)
_____			
(UNC Email )			
_____			
(Student Primary Telephone)			

If you are also employed elsewhere, please list place:

\_\_\_\_\_

_____	_____
(Graduate Student Intern Signature)	(Date)

### **TO BE COMPLETED AT INTERNSHIP SITE:**

Within the specified time frame, \_\_\_\_\_ will be the primary internship Site Supervisor.  
(Site Supervisor)

The Internship Training Activities (checked) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student level of competence in each activity. **The Graduate Student Intern will have opportunities to gain experience in the following areas:**

#### **Curriculum**

- \_\_\_\_\_ Observe school counselors as they conduct classroom activities
- \_\_\_\_\_ Conduct classroom activities with school counselors
- \_\_\_\_\_ Design and conduct classroom lessons and that address competencies and indicators of *ASCA Model*
- \_\_\_\_\_ Provide curriculum activities for students in special education and 504 programs
- \_\_\_\_\_ Assess the efficacy of classroom lessons and units
- \_\_\_\_\_ Conduct needs assessments to prioritize ASCA Model objectives

#### **Responsive Services**

- \_\_\_\_\_ Observe counselors during individual counseling sessions
- \_\_\_\_\_ Observe counselors conducting group counseling activities
- \_\_\_\_\_ Observe counselors consulting with parents and teachers
- \_\_\_\_\_ Provide individual counseling for students of various ages and with various personal/social concerns
- \_\_\_\_\_ Co-facilitate counseling groups with a licensed school counselor
- \_\_\_\_\_ Conduct counseling groups addressing personal/social and academic concerns
- \_\_\_\_\_ Consult with parents
- \_\_\_\_\_ Consult with teachers
- \_\_\_\_\_ Observe students in classrooms
- \_\_\_\_\_ Participate in student focused staff meetings
- \_\_\_\_\_ Assist in making referrals
- \_\_\_\_\_ Document responsive service activities
- \_\_\_\_\_ Collaborate with other mental health professionals within the school
- \_\_\_\_\_ Participate in school's crisis response team
- \_\_\_\_\_ Participate in response to crises that occur during internship

#### **Individual Student Planning**

- \_\_\_\_\_ Provide career counseling
- \_\_\_\_\_ Conduct group activities addressing career and educational planning
- \_\_\_\_\_ Facilitate post secondary planning for students
- \_\_\_\_\_ Participate in appropriate assessment activities
- \_\_\_\_\_ Interpret results of standardized tests and inventories
- \_\_\_\_\_ Assist with technology-based career materials and activities
- \_\_\_\_\_ Facilitate post secondary planning for students

#### **System Support**

- \_\_\_\_\_ Participate in school counseling program planning
- \_\_\_\_\_ Participate in program evaluation
- \_\_\_\_\_ Participate in faculty meetings
- \_\_\_\_\_ Participate in school improvement teams and activities
- \_\_\_\_\_ Collect and interpret data regarding student groups who are at risk of academic failure
- \_\_\_\_\_ Plan and/or present and/or assist with preparation of a parent education program
- \_\_\_\_\_ Contribute to the school counseling program by (e.g., developing a brochure for school counseling program, designing orientation programs, implementing career planning programs)

**Professional Development Activities**

- \_\_\_\_\_ Observe special education classrooms
- \_\_\_\_\_ Attend meetings addressing Section 504
- \_\_\_\_\_ Attend a school board meeting
- \_\_\_\_\_ Discuss ethical issues at the school and in the department
- \_\_\_\_\_ Participate in advocating for the profession or on behalf of students
- \_\_\_\_\_ Attend school and district workshops and seminars

**Other Activities Unique to this Site and this Internship:**

\_\_\_\_\_

**Authorized by:**

\_\_\_\_\_

School Principal (Printed Name)

\_\_\_\_\_

School Principal Signature

Date

\_\_\_\_\_

On-Site Supervisor (Name/Degree/License)

\_\_\_\_\_

Supervisor Signature

Date

\_\_\_\_\_

School address

City

State

Zip

\_\_\_\_\_

Site Supervisor Email

\_\_\_\_\_

Site Supervisor and/or Internship Site Telephone

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

\_\_\_\_\_

Site Supervisor License Verification

\_\_\_\_\_

Professional Counseling Program Coordinator

Date

\_\_\_\_\_

Site Placement Coordinator

Date

\_\_\_\_\_

Dean of the College of Education and Behavioral Sciences

Date

(Signature indicates approval of internship site)



