

**Department of Counseling and Educational Development
Internship Agreement**

In an effort to provide UNCG CED students with hands-on experience outside the classroom that are consistent with the goals and objectives of the curriculum, students are required to complete learning experience – or internships – at external agencies such as health care facilities, social service agencies, and other businesses. Internships are typically unpaid, although some may be paid, and are part of a student’s course requirement. The rights and responsibilities of the University supervisor, Site supervisor, and student are stated in this internship agreement. The University, along with the site supervisor (or appropriate person at the site), and the student intern needs to sign the internship agreement before the start date.

If the site supervisor or agency representative has any questions about the internship process or various aspects of this agreement, please direct them to:

Kelly Wester, PhD, NCC, LPC
Internship Coordinator/Associate Professor
Department of Counseling and Educational Development
PO Box 26170
The University of North Carolina at Greensboro
Greensboro, North Carolina 27402
(P) 336-334-3430; klwester@uncg.edu

If the questions about this agreement are regarding legal aspects, Kelly Wester will refer the inquirer to UNCG’s legal counsel.

If the site/agency or site supervisor would like a copy of the final signed internship agreement, please indicate here and include the address so that once the agreement is signed at UNCG, copies can be made and will be mailed.

[] Yes I would like a copy of the final signed internship agreement. Please mail it to the following person/address:

ATTN: _____

Street Address: _____

City/State/Zip: _____

*Please note: This internship agreement is good for the duration of the internship between the student intern and the site supervisor/agency listed on page 3. If any changes in supervisor, site, or student are made, another internship agreement needs to be completed.

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This internship agreement hereby provides the responsibilities of each party involved in the counseling internship course offered in the Counseling and Educational Development (CED) department at the University of North Carolina at Greensboro. By signing below, all parties indicate agreement to fulfill the indicated responsibilities. While most internship experiences are fulfilled within one- to -two semesters, this internship agreement is good for one year from the start date of the internship.

Responsibilities of the Agency/Site Supervisor of CED's Internship:

1. Provide opportunities for student observation and participation on the agency's premises;
2. Orient student interns to the mission, goals, and objectives of the agency, as well as to internal operating procedures;
3. Provide a safe environment in compliance with all federal and state laws, and inform UNCG and students of hazardous conditions and unusual circumstances that may create unsafe conditions;
4. Provide the University supervisor and student intern written policies and operational procedures which students are expected to adhere while they are at the agency setting;
5. Allow student intern to obtain audio- or video-tapes for use in supervision of the student's interactions with clientele appropriate to the environmental emphasis area;
6. Provide the opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, and professional literature and research;
7. Provide on-site supervision and guidance during the internship:
 - a. Weekly individual supervision by the approved supervisor (per requirements of CED's internship experience) that last a minimum of one hour in length – additional supervision in any format is at the discretion of the site supervisor;
8. Provide timely evaluation of student performance and completing all required paperwork:
 - a. Assisting intern in completing the Fieldwork Prospectus at the beginning of the internship experience;
 - b. Completing evaluations at the mid-term (approximately after 7 weeks of internship) and final evaluation (at completion of internship or semester) each semester;
9. Consult with the University supervisor about the student intern's progress;
10. Provide adequate workspace, access to telephone, and necessary supplies and equipment for students;
11. Provide a total of 300 clock contact hours within the university semester (15 weeks) and for each internship the student interns at the agency – with a minimum of 120 hours being face-to-face direct therapeutic, clinical contact with clients and the remaining hours (up to 180) being indirect contact experience (e.g., meetings, case notes, insurance paperwork, supervision) that are related to a clinical mental health position;
12. Notify University supervisor or Internship Coordinator of unsatisfactory performance or misconduct of student intern and provide documentation of any charge to the University supervisor and/or Internship Coordinator. If a student fails to comply with Agency's or site supervisor's policies and procedures, Agency/Site supervisor may immediately suspend or terminate that student from further participation in the program on its premises.

Responsibilities of the Student Intern:

1. Attend orientation sessions regarding the internship that are required by the University and agency;
2. Adhere to the policies and operational procedures of the agency;
3. Negotiate a set of learning objectives with agency and University and provide each a written statement of objectives (see Prospectus);
4. Give prior notice of necessary absence to appropriate University and agency personnel;

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5. Participate in individual and/or group meetings associated with the internship:
 - a. A minimum of 1 hour of individual supervision per week at the agency;
 - b. A minimum of 1 hour individual and 2 hours group at the University;
6. Provide personal transportation to and from the internship activity;
7. Completes a minimum of 300 hours per internship experience (a minimum of 120 hours being direct therapeutic clinical contact with clients; the remainder being indirect hours that are compatible with a professional's role at the agency);
8. Complete all required paperwork:
 - a. Field Prospectus; Mid-Term and Final University and Site Supervisor evaluations, Summary of Hours, Log Forms, Evaluation of Site; and Index Card Form and internship applications when appropriate;
9. Comply with agency and University requirements;
10. Maintain professional standards of confidentiality of patient/client/student and agency information;
11. Maintain professional liability insurance;
12. Not to be considered an employee or agent of the University;
13. Seek prior written approval for research of any kind to be performed by the student intern involved with agency patients/clients.

Responsibilities of the University Supervisor:

1. Provide a University supervisor to:
 - a. Assist the student in completing the Field Experience Prospectus;
 - b. To provide individual and group supervision;
 - c. To critique audio- or video-tapes of student intern's counseling experience;
 - d. To provide honest and adequate feedback on the intern's mid-term and final evaluation, and any other time point where evaluative feedback is appropriate or needed;
2. Consult with the agency about the student intern's progress;
3. Assure that all required field experience forms are submitted;
4. Assure that all internship requirements are completed;
5. Submit a grade for the student;
6. Maintain confidentiality regarding client information obtained during University supervision;
7. Provide agency with evaluation forms and deadlines;
8. Confer with agency if student experiences need to be changed or altered;
9. Check with faculty supervisor or Internship Coordinator with any intern concerns or supervisory questions.

Student Printed Name

Student Signature

Date

Name of Agency/Internship Site

Site Supervisor Printed Name

Site Supervisor Signature

Date

Kelly L. Wester

CED Internship Coordinator Printed Name

CED Internship Coordinator Signature

Date