

**DEPARTMENT OF COUNSELING AND EDUCATIONAL
DEVELOPMENT
REQUEST TO INTERN BETWEEN SEMESTERS**

Note: Interning between semesters is not typically permitted. However, exceptions are made for client care if the need is stated by your Site Supervisor. Below are the requirements needed to intern between semesters, please complete the form, and follow the stated steps below, to request permission from the Internship Coordinator. Interning at a new site between semesters is not permissible.

Step 1: Complete the following information if you are requesting to intern at your site between semesters.

Student's Name: _____

Current status in internship: (course #) _____ Next semester internship course # _____

Internship Site _____

Site Supervisor Name _____

Reason for Continuing Internship (check all that apply):

Client care (ongoing need for seeing my currently assigned case load between semesters)

New psychoeducational/therapeutic groups starting between the semesters

Need to continue accruing internship hours (*note: approval will not be provided if this is the sole reason)

Other (please explain: _____
_____)

Step 2: Your Site Supervisor needs to send an email to the Internship Coordinator stating (a) the reason you need to continue to intern between semesters and (b) his/her ability to continue providing 1 hour of weekly individual supervision during the semester break.

Step 3: Your University supervisor signs below indicating that he/she has no concerns regarding your internship site or your skills as an intern to work during the semester break. If your University Supervisor has any concerns he/she should speak to you about them, as well as speak to the Internship Coordinator.

I do not have any concerns about the above listed intern working at his/her internship site under minimal supervision during the semester break. I also do not have any concerns about the internship site or Site Supervisor to carry out his/her responsibilities as a supervisor during this time.

University Supervisor Signature: _____ Date: _____

University Supervisor Printed Name: _____

Step 4: Turn this form in to the Internship Coordinator, Kelly Wester, PhD in the mailroom in 224 Curry. You should receive an email after all of the above steps are completed with a decision and additional instructions.

This form should be turned in a **MINIMUM** of 4 weeks before the end of the semester in order to ensure approval has been received prior to the semester break. You are not approved to intern between semesters until you receive an email indicating you are approved from the Internship Coordinator.