

Lewis & Clark Community Counseling Center

INTERNSHIP AGREEMENT

Student Name: _____ Student ID #: _____

Student Track: _____ LC E-mail: _____

Internship Site: Lewis & Clark Community Counseling Center

Agency/Site Director: Antonia Mueller

Site Address: 4445 SW Barbur Blvd

City, State, Zip: Portland, OR 97239

Instructor/Primary Supervisor: _____

Phone: _____ E-mail: _____

Degree & Discipline: _____ License/Cert.: _____

Secondary Supervisor (CPSY office use Only): _____

Phone: _____ E-mail: _____

Degree & Discipline: _____ License/Cert.: _____

In conjunction with the Lewis & Clark College Counseling Psychology Department, the Lewis & Clark Community Counseling Center agrees to provide supervised counseling experience to _____
according to the guidelines of this Community Counseling Internship Agreement and the conditions stated below.

Summary of Activities/Responsibilities of the Intern (i.e., what the intern will do):

Internship Start Date: _____ Internship End Date: _____ # hours per week: _____

This agreement is not considered final until all three parties have signed and dated below.

Student Signature Date

Instructor/Primary Supervisor Signature Date

Counseling Center Director Signature Date

The above signatures indicate that all parties have read and understand in its entirety the information contained in this agreement and in the Community Counseling Internship Manual.

The original copy of this signed agreement must be on file with the Counseling Psychology office before the student may begin clinical work at the site. One copy of this signature page is for the Counseling Center and another is for the graduate student's professional records. This agreement is for the entire practicum period unless the student student's responsibilities change significantly, in which case a new agreement would be required.

Lewis & Clark Community Counseling Center Internship Agreement Department of Counseling Psychology

An internship placement and its fulfillment involve not only the interests of the intern, but also the interests of the Lewis & Clark Community Counseling Center (Counseling Center), the supervisor, the clients, and the relationship of mutual support and accountability between the Counseling Center and the Counseling Psychology Department. Important aspects of these relationships are outlined below. The Counseling Center, interns, and Lewis & Clark College agree to the provisions detailed below. On the final page of this agreement all parties sign off on the particulars of the agreement; this document serves as a contract between all parties.

COUNSELING CENTER RESPONSIBILITIES

The Counseling Center will offer sufficient structure and stability allowing interns to supplement their internship requirements at the site within a 9-month period. This includes providing appropriate training and supervision to ensure client welfare and enhance student learning.

The Counseling Center will provide:

- Access to a client caseload to meet program requirements for breadth and depth of services, including helping students meet the minimum 240 direct client contact hours as a secondary site.
- A qualified supervisor on site during all times when an intern is meeting with clients. If the primary supervisor is not available, a back-up supervisor must be available at the location where the intern is meeting with clients
- Support from the Counseling Center administration to foster a learning environment, including appropriate supervision as outlined in the section on supervision expectations.
- Orientation to the site to ensure student understanding of Counseling Center policies and procedures including:
 - Agency administrative and supervisory organization
 - Client assignment and scheduling
 - Clerical support available
 - Paperwork and documentation expectations
 - Protocols for reporting abuse
 - Crisis response process for client danger to self or others (including suicide assessment supervisory support)
 - Confidentiality procedures, release of information, and consent for treatment
 - Acquainting interns with culture and norms of setting
- Opportunities for the intern to develop professional relationships with peers, experienced counselors, supervisors, through in-service training, case staffings, and other agency activities.
- Ability to videotape client sessions for review during faculty supervision.
- An adequate workspace in which interns can schedule time to see clients on a regular basis.

SUPERVISION EXPECTATIONS & RESPONSIBILITIES

Consistent with supervision expectations outlined by licensing agencies, supervisors are expected to be responsible for direct supervision to ensure client care. Counseling Center faculty supervisors will typically have access to client data to assist in management of client care.

Supervisor Qualifications

- A master's degree in counseling, social work, or a related field
- Licensure in chosen discipline (preferred)
- A minimum of two years of post-degree counseling experience
- Training and experience in supervising students
- A familiarity with, and adherence to, the ethical codes of the American Counseling Association, the American Psychological Association and/or the American Association of Marriage and Family Therapists
- Familiarity and compliance with the internship practices and policies described in the Lewis & Clark Internship Manual

Site Supervisors will provide:

- Live supervision
- Supervision appropriate for the developmental level of the intern including:
 - Consultation with the intern to develop individual learning goals
 - Client screening and assignment according to intern competency level and individual learning goals
 - Monitoring client caseload for risk and reassigning clients if necessary
 - Helping the student learn to manage caseloads
 - Supervision and training in ethics and law as issues arise with clients
 - Regular review of work samples (videotape, case notes, and treatment plans)
 - Supervisory experiences to assist the student in applying basic counseling skills and developing new skills
 - Assistance in developing ability to apply theory to practice including case conceptualization and treatment planning
 - Ongoing evaluation and feedback to facilitate the intern's professional growth
 - Formal written evaluation, using Lewis & Clark forms and criteria, at least once per semester

Supervisors will also provide general academic supervision to students around issues of ethics, standards of care, student counselor growth and development, development of case conceptualization, treatment planning, development of theoretical orientation and other relevant topics, including the following:

- Periodic review of intern work samples including videotape, audiotape, and written case summaries
- Final evaluation of intern performance for purposes of meeting standards and requirements for the Lewis & Clark Counseling Psychology program and the awarding of academic credit

STUDENT RESPONSIBILITIES

The primary purpose of the internship is for students to gain supervised practice and clinical experience to help develop and integrate the skills necessary to become professional counselors. This experience carries with it the following responsibilities:

- Adopting an attitude of attending to client welfare as a counselor's primary responsibility
- Adhering to the ethical standards of the American Counseling Association
- Adhering to the legal mandates of the state of Oregon
- Adhering to the provisions of the internship agreement including:
 - Duties performed
 - Duration of contract
 - Hours
 - Location
 - Supervision
 - Any significant changes to agreement
- Consistent and punctual attendance at all work and training activities on site
- Following Counseling Center policies.
- Appropriate client termination or transfer
- Following detailed expectations as outlined in the Internship Manual
- Maintaining appropriate documentation as outlined by the Counseling Center and the college confidentiality guidelines
- Completion of all documentation at end of internship
- Maintaining personal liability insurance (\$1 million per occurrence, \$3 million aggregate)
- Engaging in a working alliance with supervisors including:
 - Developing an understanding of the scope and purpose of supervision
 - Attending all supervision sessions
 - Accurately communicating content and scope of counseling sessions in supervision
 - Maintaining an openness to feedback in supervision, and following through on directives of supervisors
 - Willingness to videotape interactions with clients and receive feedback on taped interactions
 - Seeking supervision in a timely manner about individuals who are at risk (making full disclosure to supervisors of risks to client welfare).