

## INTERNSHIP AGREEMENT

Please check if this is your **Secondary** site:

**EVERY FIELD MUST BE FILLED OUT ON THIS AGREEMENT**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Program: \_\_\_\_\_ LC Email: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Agency/Site Director: \_\_\_\_\_ Director Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary On-Site Supervisor: \_\_\_\_\_

◆ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

◆ Degree & Discipline: \_\_\_\_\_ License/Cert.: \_\_\_\_\_

Secondary On-Site Supervisor: \_\_\_\_\_

◆ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

◆ Degree & Discipline: \_\_\_\_\_ License/Cert.: \_\_\_\_\_

In conjunction with the Lewis & Clark College Counseling Psychology Department, \_\_\_\_\_

*Site Name*

\_\_\_\_\_ agrees to provide supervised counseling experience to \_\_\_\_\_

*Student Name*

according to the guidelines of this Internship Agreement and the conditions stated below.

Summary of Activities/Responsibilities of the Internship student (i.e., what the student 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

\_\_\_\_\_  
Site Supervisor Signature

Date

\_\_\_\_\_  
Lewis & Clark Rep 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 Professional Mental Health Counseling or Professional Mental Health Counseling-Addictions Program Practicum/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. The student will receive a copy for their records, and it is the student's responsibility to give a signed copy to their site supervisor. This agreement is for the entire internship period unless the student's responsibilities change significantly, in which case a new agreement would be required.

**INTERNSHIP AGREEMENT**  
**Professional Mental Health Counseling &**  
**Professional Mental Health Counseling-Specialization in Addictions Programs**

An internship placement and its fulfillment involve not only the interests of the intern, but also the interests of the host agency/school, the site supervisor, clients of the agency/school, and the relationship of mutual support and accountability between the host agency/school and the Counseling Psychology Department. Important aspects of these relationships are outlined below. Agencies, interns, and Lewis & Clark College agree to the provisions detailed below. This document serves as a contract between all parties.

**SITE RESPONSIBILITIES**

Sites accepting graduate student counseling interns from Lewis & Clark offer sufficient structure and stability to allow interns to complete 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.

**Sites will provide:**

- Access to a client caseload to meet program requirements for breadth and depth of services, including a minimum of 240 direct client contact hours with an average of about 8 client contact hours per week throughout the contract time (unless the site is designated as a secondary site only).
- ***Students must also lead or co-lead a counseling or psychoeducational group during practicum or internship.*** If the site has no opportunities for group and the student did not fulfill this requirement during practicum, they must find a secondary site to obtain this required group experience.
- 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. Exceptions must be approved by Lewis & Clark prior to the internship.
- Support from the site administration to foster a learning environment. This includes support for site supervisors to provide adequate time for appropriate supervision as outlined in the section on supervision expectations. Although this requires a minimum of one hour per week of individual supervision, it is expected that supervisors may need additional time to track client caseload and welfare.
- Orientation to the site with written documentation and pre-service training to ensure student understanding of agency 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, and related agency personnel through in-service training, case staffings, and other agency activities.

- Ability to videotape client sessions for review during on-campus faculty supervision or an opportunity to be observed by the site supervisor while engaged in the work of counseling or therapy.
- An adequate workspace in which interns can schedule time to see clients on a regular basis.
- In cases where changes to the agreement need to be made, a request to the Lewis and Clark faculty supervisor to make any changes in the agreement including work location, supervisor, intern hours, or intern expectations. Any changes must be approved by Lewis & Clark *prior* to the change and will be appropriately documented.

### **SITE SUPERVISION EXPECTATIONS & RESPONSIBILITIES**

Consistent with supervision expectations outlined by licensing agencies, on-site supervisors are expected to be responsible for direct supervision to ensure client care. Lewis & Clark College faculty supervisors will typically not have access to client data to manage client care directly.

#### **Site 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 is strongly preferred. However, in lieu of previous training and experience, consideration will be given for the following:
  - Enrolling in the Lewis & Clark continuing education course in supervision during the first semester the student is on site
  - Supervision of supervision: the site supervisor will receive regular supervision of their supervision of the intern
- 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 Lewis & Clark Community Counseling Internship policies as outlined in this Agreement
- Familiarity and compliance with the internship practices and policies described in the Lewis & Clark Internship Manual

#### **Site Supervisors will provide:**

- Individual supervision for a minimum of one hour per week. Group supervision time cannot replace individual supervision but may be used for additional supervisory time.
- 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
- Communication with faculty supervisor as needed

### **LEWIS & CLARK FACULTY SUPERVISOR RESPONSIBILITIES**

It is the role of the faculty supervisor to 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.

#### **Faculty Supervisors will provide:**

- Coordination of the internship experience between the site, Lewis & Clark, and the student intern including:
  - Conflict resolution consistent with ethical standards of the profession
  - A minimum of one site visit per year
  - Contract changes (e.g., intern hours, location, supervisor, etc.)
  - Monitoring of intern progress toward completion of the internship requirements
- 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

### **LEWIS & CLARK COUNSELING PSYCHOLOGY DEPARTMENT RESPONSIBILITIES**

The department's primary responsibility is to ensure appropriate training of students through monitoring quality of training experiences.

#### **The Counseling Psychology department will provide:**

- Evaluation and approval of internship sites and supervisors
- Approval of appropriate placements of students
- Appropriate academic supervision
- Tracking of paperwork for the internship placement
- Cooperation and consultation with site regarding student progress, possible conflicts, or impairment (including decisions regarding modification of duties or the termination of internship placement)
- Intervention consistent with ethical guidelines of the profession in cases where the faculty supervisor believes that there is an ethical dilemma around client care or agency/student relationships that has not been successfully resolved in a less formal manner

### **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 or Washington
- 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 agency policies. If a conflict between agency policies, ethics, and/or Lewis & Clark policy occurs, the student will seek supervision and support from her/his Lewis & Clark campus supervisor.
- Appropriate client termination or transfer
- Following detailed expectations as outlined in the Internship Manual
- Maintaining appropriate documentation as outlined by the site 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 on-site and college supervisors including:
  - Developing an understanding of the scope and purpose of supervision
  - Attending all supervision sessions on-site and at the college
  - 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)