Recognizing the importance and mutual benefit of clinical field placements, this Internship Agreement Form is a cooperative – joint agreement established between the Counselor Education Department at The College at Brockport, SUNY (hereafter referred to as Department), and [        ] (hereafter referred to as Site). This relationship is established for the purposes of [        ] (hereafter referred to as Intern) completing an internship at the identified site during the [   and   ]. The Interns will be under the supervision of [             ] (hereafter referred to as Site Supervisor).

The official start and end dates of each academic term align with the first and last day of classes on The College at Brockport’s Academic Calendar: [                ]. However, the Site Supervisor and the Intern may negotiate different start and end dates to account for training, Site expectations, Intern issues, and continuity of care for students and clients. The purpose of this Internship Agreement Form is to define clearly the expectations, learning objectives, and evaluation criteria of the Site, Site Supervisor, Intern, and the Department.

1. Site Expectations
   a. The Site is responsible for providing the Intern a minimum total of 600 hours onsite over two academic terms, including the following: 300 direct client service hours (150 per academic term) and 300 indirect hours (150 per academic term). These hours average to a minimum of 20 hours per week the Intern is onsite per academic term.
   b. The Site is responsible for providing the Intern with work activities consistent with the Intern’s program emphasis (mental health, school, or college), including the opportunity to work with individuals and groups.
      i. For Mental Health Sites: the Site is responsible for providing the Intern with work activities consistent with the State of New York’s definition of the practice of mental health counseling: “the evaluation, assessment, amelioration, treatment, modification, or adjustment to a disability, problem, or disorder of behavior, character, development, emotion, personality or relationships by the use of verbal or behavioral methods with individuals, couples, families or groups in private practice, group, or organized settings; and the use of assessment instruments and mental health counseling and psychotherapy to identify, evaluate and treat dysfunctions and disorders for purposes of providing appropriate mental health counseling services” (§8402. Mental health counseling http://www.op.nysed.gov/prof/mhp/article163.htm).
      ii. For School Counseling Sites: the Site is responsible for providing the Intern with work activities that promote the academic, career, and personal/social development of all K–12 students.
      iii. For College Counseling Sites: the Site is responsible for providing the Intern with work activities that promote the development of all postsecondary students.
   c. The Site is responsible for providing the Intern with opportunities to become familiar with a variety of professional activities and resources in addition to direct
service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).

d. The Site is responsible for providing the Intern with a sufficient number of students or clients with diverse presenting issues that are reflective of the Site’s client or student population’s demographics.

e. The Site is responsible for providing the Intern with adequate and private space to conduct confidential individual and group counseling sessions and a confidential system to maintain client or student records.

f. The Site permits either: (1.) audio/video recording and removal of said recordings for Department-provided clinical individual and group supervision or (2.) onsite live observation and supervision of sessions by a Department-provided individual clinical supervisor.

2. Site Supervisor Expectations

a. The Site Supervisor holds a minimum of a master’s degree in counseling or a related field and holds full professional credentials in the appropriate field (e.g., LMHC, LCSW, or Permanent Certification in school counseling)

b. The Site Supervisor has completed relevant training in counseling supervision and/or is responsible for complete a Department-provided online professional development training in counseling supervision.

c. The Site Supervisor has earned a minimum of 2 years post-graduate professional experience and has worked for a minimum of 2 years at the Site.

d. The Site Supervisor is responsible for completing an online Site Supervisor Orientation, providing an overview of the Department’s expectations, requirements, evaluation procedures.

e. The Site Supervisor is responsible for available to the Intern and for providing administrative supervision during the time the Intern is on site during both semesters of internship.

f. The Site Supervisor is responsible for providing one hour of weekly clinical individual supervision during the Intern’s second semester of internship. The Site Supervisor is responsible for developing a Supervision Contract for the Intern to define the roles and responsibilities of the supervision relationship.

g. The Site Supervisor is responsible for providing on-site individual administrative and clinical supervision during any times The College at Brockport is not in session and during which time the Site Supervisor and Intern have negotiated the Intern will work at the Site.

h. The Site Supervisor is responsible for providing the Intern formative feedback and summative performance evaluations, including completing weekly authorizations of Activity Logs uploaded by Intern on Tk20 and at the end of each semester of internship the evaluation of the Intern’s performance using the Department’s online Tk20 system.

3. Intern Expectations

a. The Intern is responsible for completing a minimum total of 600 hours onsite over two academic terms, including the following: 300 direct client service hours (150 per academic term) and 300 indirect hours (150 per academic term). These hours average to a minimum of 20 hours per week onsite per academic term.

b. The Intern is responsible for negotiating start and end dates other than the first and last day of classes on The College at Brockport’s Academic Calendar. The Intern is responsible for attending the internship hours as scheduled from the first through the last day of commitment.
c. The Intern is responsible for learning and abiding by all agency policies, such as but not limited to: work hours, dress code, agency rules regarding sharing phone numbers or emails, and record keeping.
d. The Intern is responsible for conducting him or herself in a manner consistent with a professional counselor, carrying out all agreed-upon duties, and informing the Site Supervisor and of any problems or concerns.
e. The Intern is responsible for maintaining a current liability insurance policy at all times during the Internship.
f. The Intern is responsible for abiding by the professional standards and code of ethics of the American Counseling Association.
g. The Intern is responsible for completing all Tk20 assessment procedures, including maintaining accurate Activity Logs and uploading them weekly for Site Supervisor verification.

4. Department Expectations
   a. The Department affirms this Intern is in good standing and has sufficient preparation to participate in the specified Internship activities.
   b. The Department’s Clinical Coordinator, Dr. Summer M. Reiner, serves as a liaison between the Department and the Site. Her contact information is 585-395-2258 (office), 585-395-2366 (fax), and steiner@brockport.edu. The Coordinator is available to the Site Supervisor at any point during the internship.
   c. The Clinical Coordinator will conduct a site visit during the Intern’s first semester and a follow up contact during the Intern’s second semester. The Coordinator will meet with the Intern and the Site Supervisor to review the Intern’s overall progress, strengths and growth areas, and goals for the remaining time in internship.
   d. The Department is responsible for providing the Site Supervisor with orientation, assistance on Tk20 assessment system, consultation, and professional development opportunities.

Department Representative

__________________________  Date

Site Representative

__________________________  Date

Intern Signature

__________________________  Date

References

