

Internship Contract
MHC 678 and MHC 679 Clinical Mental Health Counseling Program
Medaille College

This document describes and formalizes requirements concerning the placement of students for the counseling internship experience connected with the master's degree program in Clinical Mental Health Counseling at Medaille College. As such, it represents an agreement between the Mental Health Counseling program and the internship site.

This contract covers the semester/year: _____

Internship Site: _____

Address: _____

Phone: (____) _____ **Ext.** _____

Internship Site Supervisor: _____

Phone: (____) _____ **Ext.** _____

Email: _____

(Supervisors will be included in relevant clinical supervision communications.)

Student: _____

Address: _____

Phone: (____) _____ **(Home/Cell)**

(____) _____ **(Work)**

Email: _____

Campus Supervisor: _____

Phone: (____) _____

Email: _____

In order to provide a counseling internship for the student enrolled in **MHC 678/679 Internship**, it is mutually agreed that:

A. THE SITE WILL PROVIDE THE FOLLOWING SERVICES AND SUPPORT FOR THE INTERN'S PROFESSIONAL DEVELOPMENT:

1. An orientation to the structure, operation, and policies of the setting necessary for an understanding of the organization within which the internship takes place.
2. Facilities and resources required by the student to meet the internship requirements, including: (a) arranging for appropriate space (as feasible) within which to meet the clients for individual and group counseling; (b) assisting the student in developing a counseling case load; (c) helping the student take steps for taping counseling sessions (it should be noted that most internship sites will not permit taping related to HIPAA); and (d) assisting the student as needed throughout the internship experience.
3. A qualified site supervisor (as outlined in the Supervisor Manual) who will coordinate the internship experience and complete an end-of-internship evaluation of the student.

B. THE SITE SUPERVISOR WILL:

1. Complete a Site Supervisor Information form (student will provide).
2. Provide appropriate space (as feasible) for the student.
3. Work with the student to ensure that internship requirements and activities specified in the contract are completed.
4. Be available to the student in case of emergency at the site and to provide consultation.
5. Complete an end-of-internship evaluation of the student.
6. Provide the student/college with a copy (or license number after signature on original agreement) of his/her license or the meta supervisor's license for the student's file.
7. Provide at least one hour per week (average) of individual or triadic supervision to the internship student.

Site Supervisor Initials: _____

C. THE INTERNSHIP STUDENT WILL:

1. Maintain the following time schedule, agreeing to formally notify the site supervisor if it will not be kept.
2. Carry out the specified activities and responsibilities that meet the internship requirements as related to the specific placement site.
3. Keep a log that records the time spent in the site setting, including weekly descriptions of activities. Logs will be reviewed and signed by the site supervisor (at a time and frequency site supervisor deems necessary) and forwarded to the campus supervisor by the student.
4. Maintain accurate case notes of counseling contacts.
5. Attend mandatory group supervision.
6. Attend weekly individual supervision.
7. Keep copies of all paperwork (for your own records) for placement.

Student Initials: _____

D. THE MEDAILLE COLLEGE CLINICAL MENTAL HEALTH COUNSELING PROGRAM WILL:

1. Orient the practicum student to site and campus-based course requirements.
2. Provide the site supervisor with materials describing the structure of and requirements for the practicum.
3. Assign a campus supervisor who will conduct weekly/bi-weekly group supervision.
4. Maintain regular contact with the site supervisor to monitor the progress of the practicum student.
5. Provide a campus supervisor who will consult with the site supervisor per semester/as needed to discuss student progress, and review the weekly time/activity logs and case notes.

E. PLACEMENT IN-BETWEEN SEMESTERS:

Medaille students are permitted to continue at their current placement in the weeks between semesters provided the placement site is willing to assume full supervisory responsibility for the student’s work with clients during that brief period. There may be periods of two or three weeks between fall and spring semesters, between spring and summer semesters, or again, between the end of summer and the start of the fall semester, when a student is not being supervised by a faculty member, designated Medaille College supervisor, or course instructor. At these times, the clinical site must agree in writing to assume temporary full supervision of the student’s clinical practice in order for the student to continue to accrue hours of direct client service during these periods.

Students all have their own personal, student professional liability insurance which they are required to actively carry throughout the duration of their entire clinical education in our program.

If you are amenable to assuming sole supervisory oversight during the “interim” periods when your practicum student or intern wishes to continue to work at your site, please indicate this by your signature below and return this form via your student to the appropriate clinical coordinator at Medaille College. These permissions must be received prior to the end of each academic term.

Site Supervisor Initials: _____

This agreement is accepted by the three parties with the expectation that its conditions will be met. In the event that those expectations are not met, the concerned party agrees to initiate communication to identify and discuss the difficulty, and to explore how barriers can be removed.

BY OUR SIGNATURES BELOW, WE VERIFY ACCEPTANCE OF THIS AGREEMENT:

Student: _____

Date: _____

Site Supervisor: _____

Date: _____

Please scan and e-mail this entire contract to the Clinical Training Coordinator and Campus Supervisor. Keep a copy for yourself.

Medaille College – Buffalo, Rochester, Online Campus
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Buffalo, NY 14214

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