

UNIVERSITY TEMPLATE AGREEMENT INSTRUCTIONS
AND APPROVAL COVER SHEET

This cover sheet should be used for the following University Template Agreements **only**.

Check One

- School Counseling Practicum Agreement
- School Counseling Internship Agreement
- Clinical Mental Health Practicum Agreement
- Clinical Mental Health Counseling Internship Agreement

- I. The originating University program coordinator should complete the Template Agreement and send to the Practicum/Internship Site with instructions to return it to the originating University program coordinator. Original or scanned manual signatures and electronic signatures are acceptable.
- II. After the signed Template Agreement has been signed by the Practicum/Internship Site and returned to the originating University program coordinator, the following approval section should be completed.

Originating University Program Coordinator _____
Practicum/Internship Site _____

To the best of your knowledge, are there any USA employees who have a relationship, financial or otherwise, with a party involved in this transaction or with an employee, representative, or agent of a party in this transaction? Yes No

IF “YES,” YOU MUST SUBMIT THIS AGREEMENT THROUGH THE AGREEMENT APPROVAL AND TRACKING SYSTEM.

I am aware of and approve all business terms of this agreement and certify that no changes have been made to the University-approved template attached hereto.		
_____ Program Coordinator Printed Name	_____ Program Coordinator Signature	_____ Date

- IV. Email this cover sheet and the Template Agreement to Dr. Tres Stefurak (jestefurak@southalabama.edu) for signature with instructions as to whom the agreement should be returned.



UNIVERSITY OF SOUTH ALABAMA

CLINICAL MENTAL HEALTH COUNSELING INTERNSHIP AGREEMENT

Internship Information			
Internship Site:		Semester/Year:	
Student Information:			
Name:		Email:	
Semester/Year:			
Site Supervisor Information			
Name:		Phone:	
Email:			
University Faculty Supervisor Information			
Name:		Phone:	
Email:			
CMHC Practicum & Internship Coordinator Information			
Name:		Email:	

Introduction:

The internship program is a joint undertaking between the Internship Site and the University of South Alabama's Clinical Mental Health Counseling Master of Science program housed in the Department of Counseling & Instructional Sciences in the College of Education. The purpose of this letter is to outline the agreement between _____ and the University of South Alabama. The agreement pertains to the internship experience of _____ (the "Student") during the **Fall semester of _____ and the Spring semester of _____**, if necessary.

Agreement:

The Student and the PIC agree to abide by the policies, procedures, general guidelines, and working arrangements observed and outlined by the Internship Site. Internship Site has agreed to be Student's clinical Site Supervisor during the internship, which includes orientation, scheduling, and evaluation of experiences, as well as provision of directives and guidance in regard to the provision of counseling and psychotherapy services. Site Supervisor may also assign other appropriately credential individuals at the Internship Site to supervise Student's work during the internship experience. The University Faculty Supervisor will be the professor of record from the University of South Alabama who will cooperate with the Site Supervisor in organizing the internship experience for Student.

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The University Faculty Supervisor will also provide weekly supervision to the Student as part of the academic program's group supervision meetings.

PIC's Role:

1. Act as a liaison to the Internship Site in matters concerning the Student's scheduling, learning experiences, and evaluation.
2. Provide copies of internship guidelines, evaluation forms, and information requested concerning the counseling program at the University of South Alabama. A student evaluation form will be sent to the Site Supervisor at the mid-point and at the end of the Student's internship experience.
3. Take appropriate action to facilitate the internship or resolve problems.

University Faculty Supervisor's Responsibilities:

1. Provide weekly group supervision to all students who are actively accruing hours at a Practicum/Internship Site. Group supervision is not designed to directly manage a student's clinical work with clients; rather, the focus is on the student's professional identity development, working knowledge in various domains of practice, and ability to reflect on and improve his/her overall counseling skills.
2. Communicate with the Site Supervisor throughout the semester about the Student's progress and development. At a minimum, the University Faculty Supervisor will consult via phone call or email twice per month with Site Supervisor regarding ongoing progress of the Student.

Site Supervisor's Responsibilities:

1. Make available facilities, room space, and a client population to the Student. The Student will need 300 hours at an Internship Site per semester (600 hours total) and should both observe and directly deliver various counseling services (e.g., intake assessments, individual counseling, group counseling, psychoeducation, outreach, case management, etc.). During the internship, the student should have the opportunity to autonomously or in co-counseling/therapy formats provide clinical services to clients under the weekly supervision of the Site Supervisor.
2. The Site Supervisor, or other clinical supervisors at the Internship Site as designated by the Site Supervisor, will meet weekly with the Student for one contiguous hour of clinical supervision.
3. Review, confirm, and sign the Student's weekly hours log, attesting that the activities described therein are accurate depictions of the Student's time spent in the various activities at the Internship Site.
4. Provide orientation, appropriate resources, access to counseling opportunities, and appropriate learning materials/readings to the Student.
5. Inform Student as to the Internship Site's procedures for handling client crises, including specific methods for the Student to receive oversight and supervision when dealing directly with a crisis situation.
6. Inform the PIC of any change in procedures and policies that directly influences the internship experience.

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7. During the course of the internship, the Site Supervisor will directly observe (either live or via audio/visual media) the Student’s counseling work on at least 2 occasions per semester, dispersed throughout the internship experience. The Site Supervisor will complete a program feedback form rating the Student’s skills on each occasion.
8. Provide the Student with the opportunity to become familiar with a variety of professional activities and resources in addition to direct service hours (e.g., record keeping, assessment instruments, supervisor, information and referral, in-service and staff meetings, etc.).
9. Complete all evaluations, midterm and final, as well as validate and approve the Student’s internship hours on the appropriate forms, including the Semester Summary Hours Log for Practicum/Internship.

Internship Checklist:

- **Internship Site Approval:** The Internship Site either has pre-approved status, or a site visit has been completed and the Internship Site has received approval from the PIC.
- **Site Supervisor Qualifications:** The Site Supervisor has the following qualifications:
 1. At least a Master’s degree in a mental health profession, e.g., counseling, psychology, psychiatry, psychiatric nursing, marriage & family therapy, or social work.
 2. A minimum of 2 years of professional experience (post-degree) as a mental health professional.
 3. The Site Supervisor has relevant training in clinical supervision, either through graduate coursework or continuing education coursework.
 4. Please list any of the Site Supervisor’s relevant certifications and licenses here (*licensure or certification is preferred but not required*):

- **Direct Service Expectations:** Site Supervisor attests that Student will be able to accrue the required on-site hours. The proposed internship will allow the Student to complete approximately 300 hours in Fall and 300 hours in Spring _____ for 600 total on-site hours required, of which the Student will accrue 240 total direct client service hours. The proposed Internship Site will be able to provide sufficient opportunity for the Student to engage in autonomous delivery of counseling services in order to meet these hours expectations. “Direct Service” hours should generally conform to the definitions and stipulations listed below.

- CACREP defines direct service as “interaction with clients that includes the application of counseling, consultation, or human development skills. In general, the term is used in these standards to refer to time spent by practicum or internship students working with clients.”
- ACA further defines professional counseling as, “The application of mental health, psychological, or human development principles, through cognitive, affective, behavioral or systematic intervention strategies, that address wellness, personal growth, or career development, as well as pathology.”
- At the level of internship training, observing others providing counseling services, while also highly valuable as a training tool, is not considered direct service during the internship experience.

- The majority of the “direct service” hours should be spent in either individual or group counseling, with “counseling” as defined above.
- **Internship Timeframe:** The expected dates of the internship are from _____ and _____, and the estimated average number of hours per week the Student will spend at the Internship Site is 15.

Please Sign on the next Page, which is the Signature Page.

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UNIVERSITY OF SOUTH ALABAMA

By: _____
University Faculty Supervisor

Date: _____

By: _____
School Counselor Practicum and Internship Coordinator

Date: _____

By: _____
James R. Stefurak
Associate Dean
College of Education & Professional Studies

Date: _____

INTERNSHIP SITE

By: _____
Site Supervisor

Date: _____

By: _____
Internship Site Administrator

Date: _____

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