

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](mailto:jestefurak@southalabama.edu)) for signature with instructions as to whom the agreement should be returned.



UNIVERSITY OF SOUTH ALABAMA

**SCHOOL 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:			
SC 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 School Counseling Master of Science program housed in the Department of Counseling & Instructional Sciences in the College of Education and Professional Studies. The purpose of this letter is to outline the agreement between the student, the Internship Site, and the University of South Alabama.

**Agreement:**

The student and the University of South Alabama School Counseling Practicum & Internship Coordinator (PIC) agree to abide by the policies, procedures, general guidelines, and working arrangements observed and outlined in the School Counselor Internship Manual. The PIC will cooperate with the Internship Site in organizing the Internship experience. The University Supervisor will also provide weekly group supervision to the student as part of the Internship experience. The student will not be considered an employee of the Internship Site nor is he/she eligible for associated benefits such as workman’s compensation.

The parties represent that neither party nor its respective staff members and/or employees have been debarred from participating in a third-party payor program or local state or federal governmental entity, including but not

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limited to Medicare and/or Medicaid. Failure to maintain this status may be grounds for immediate termination of this Agreement.

### **PIC's Responsibilities:**

1. Act as a liaison to the site in matters concerning the student's scheduling, learning experiences, and evaluation. The PIC will not be on-site but can be reached at 251-380-2664 or at [amyupton@southalabama.edu](mailto:amyupton@southalabama.edu).
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 Supervisor's Responsibilities:**

1. Provide weekly group supervision to all students who are actively accruing hours at the 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 increasing the student's 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.

### **Site Supervisor's Responsibilities:**

1. Make available facilities, room space, and a client population to the student. The Internship student will need 600 total hours at a site over one or more semesters and should both observe and directly deliver various counseling services (e.g., individual counseling, group counseling, classroom guidance/instruction, consultation, psychoeducation, outreach/advocacy, case management, etc.). During the Internship, the student should have the opportunity to autonomously or in co-counseling formats provide counseling services to students under the weekly supervision of the appropriately credentialed Site Supervisor.
2. The Site Supervisor, or other clinical supervisors at the Site as designated by the Site Supervisor of record, will meet weekly with the student for at least one hour of clinical/counseling 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 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 student crises, including specific methods for the student to receive oversight and supervision when dealing directly with a crisis situation.

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6. Inform the PIC of any change in procedures and policies that directly influence the Internship experience.
7. During the course of the Internship, the Site Supervisor must directly observe the student's counseling work on at least 2 occasions per semester, dispersed throughout the Internship experience. This observation may be conducted via audio-visual means or in person if necessary. The Site Supervisor will document and evaluate such observations.
8. Provide the student with the opportunity to become familiar with a variety of professional activities and resources (e.g., direct and indirect school counseling activities commensurate with the ASCA National Model).

**A. Student's Responsibilities:**

1. The student will comply with all policies and procedures at the Internship Site.
2. The student will comply with all directives from Site Supervisors and other administrative/leadership staff at the Internship Site. If directives conflict with ethical mandates, the student will consult immediately with the PIC.
3. The student will be present at designated days and times agreed upon between the student and Site Supervisor.
4. The student will give reasonable notice to the Site Supervisor for any significant time the student plans to spend away from the Internship Site and not be present on the designated days and times.
5. The student will comply with ASCA and ACA ethical guidelines.
6. The student will regularly attend the 1.5-hour supervision group at the University of South Alabama each week.
7. The student will be present at the weekly hourly supervision appointment scheduled with the Site Supervisor or determined collaboratively between the Site Supervisor and student.
8. The student shall obtain and maintain throughout the term of the clinical education experience, professional liability coverage insuring the student for any claims and/or damages resulting from his/her acts and omissions, with limits of liability coverage of not less than \$1,000,000.00 per occurrence. As evidence of such coverage, the student will furnish to the University of South Alabama and the Internship Site a certificate of insurance prior to commencement of this Agreement, naming the University of South Alabama as the certificate holder. Such certificate shall provide that the coverage cannot be materially altered or canceled without at least thirty (30) days written notice received by the University of South Alabama and Internship Site. Failure of the student to obtain and maintain such coverage shall be grounds for immediate termination of the student's clinical training at Internship Site.
9. The student is responsible for obtaining fingerprints/background check information acceptable to Internship Site.

10. **Proposed Field Experience:** Concisely outline the proposed field experience below, making clear the chief responsibilities of the student. Working with the Site Supervisor, the student is to list the various duties she/he plans to perform at the Internship Site (e.g., individual counseling, group counseling, case management, crisis counseling, classroom guidance, outreach, career planning, etc.), and the approximate allocation of time per week. The student may take advantage of new opportunities as they arise; the list below is an overview of the general duties the Site Supervisor expects the student to perform.

**Internship Checklist:**

- **Site Approval:** The Internship Site either has pre-approved status or a site visit has been completed and the site has received approval from the PIC.
  
- **Site Supervisor Qualifications:** The Site Supervisor has the following qualifications:
  1. Holds at least a master’s degree in a counseling field (preferably) and is a certified school counselor in the state within which he/she works.
  2. A minimum of 2 years of professional experience (post-degree) as a school counselor.
  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*):

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□ **Direct Service Expectations:** By signing this form, the Site Supervisor attests that the student will be able to accrue the required on-site hours for Internship at the Internship Site. The proposed Internship will allow the student to complete 600 hours on site, of which 240 are in direct service. The proposed Internship Site will be able to provide a sufficient opportunity for the student to engage in autonomous delivery of counseling services 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 internship or Internship students working with clients.”
- Activities commensurate with the ASCA National Model roles and duties of school counselors.

□ **Internship Timeframe:** The expected dates of the Internship are from \_\_\_\_\_ to \_\_\_\_\_ and the estimated average number of hours per week the student will spend at the Internship Site is \_\_\_\_\_.

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

The undersigned are in agreement with the above-mentioned terms and conditions.

**UNIVERSITY OF SOUTH ALABAMA**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
University Supervisor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Counselor Practicum and Internship Coordinator

By: \_\_\_\_\_ Date: \_\_\_\_\_  
James R. Stefurak  
Associate Dean  
College of Education & Professional Studies

**INTERNSHIP SITE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Site Supervisor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Principal

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