

Internship Contract

Clinical Mental Health Counseling

This document describes and formalizes requirements concerning the placement of students for the counseling Internship experience connected with the Masters Degree program in Clinical Mental Health Counseling at Medaille College. As such it represents an agreement between the Mental Health Counseling Services Department 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 any campus supervision communications by email.)

Student: _____

Address: _____

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

(____) _____ **(Work)**

Email: _____

Campus Supervisor: _____

Phone: (____) _____

Email: _____

In order to provide a counseling Internship for the student enrolled in **MHC 677 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 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 required for taping counseling sessions, and (d) assisting the student as needed throughout the Internship experience.
3. A qualified site supervisor 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 for the student.
3. Help to assure that permission to audio/videotape clients is secured and that the student is provided opportunities to meet taping requirements.
4. Work with the student to assure that Internship requirements and activities specified in the contract are completed.
5. Be available to the student in case of emergency at the site and to provide consultation.
6. Complete an end-of- Internship evaluation of the student.
7. Provide the student/college with a copy of his/her license or the meta supervisor's license for the student's file.
8. Provide the student/college with a copy of his/her agencies operating license, NYS Waiver form, or certification to operate under OMRDD, NYS, OMH or Federal certification.

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, and includes weekly descriptions of activities. Logs will be reviewed and signed by the site supervisor and forwarded to the faculty supervisor by the student.
4. Maintain accurate case notes of counseling contacts.
5. Attend group supervision.
6. Attend weekly individual supervision.

7. Keep copies of all paperwork for placement.

Student Initials: _____

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

- 1. Orient the INTERNSHIP student to site and campus-based course requirements.**
- 2. Provide the site supervisor with materials describing the structure of and requirements for the INTERNSHIP.**
- 3. Assign a faculty supervisor who will conduct weekly group supervision.**
- 4. Maintain regular contact with the site supervisor to monitor the progress of the INTERNSHIP experience.**
- 5. Provide an on-campus clinical supervisor who will make contact with the site supervisor every other week to discuss student progress and any issues, review the weekly time/activity logs and case notes, and consult regularly with the faculty supervisor.**
- 6. Process the forms to ensure that after completion of all course requirements, the site supervisor will receive a tuition voucher awarded in recognition of the importance of her/his contribution to the INTERNSHIP.**

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 fax or mail this entire contract back to the respective campus. Keep a copy for yourself:

Medaille College – Buffalo Campus
Mental Health Counseling Program
18 Agassiz Cir
Buffalo, NY 14214
Attn: Director of Clinical Training

Medaille College – Online Campus
Mental Health Counseling Program
18 Agassiz Cir
Buffalo, NY 14214
Attn: Director of Online Program

Medaille College - Rochester Campus
Mental Health Counseling Program
1880 South Winton Rd
Rochester, New York 14618
Attn: Clinical Coordinator

Fax: 716-884-0291

Fax: 716-884-0291

Fax: 585-272-0057