Advanced Internship in
Clinical Mental Health Counseling (CPY 671) Contract

Agency Name: ____________________________________________________________

Address: ________________________________

Number/Street   City   State

Agency Phone: (       ) ______________________  Fax: (       ) ______________________

Site Supervisor Email Address: _______________________________________________

Semester/Year: __________  Beginning Date: ______________  End Date ________________

DESCRIPTION OF ADVANCED INTERNSHIP
A 300-hour internship is required in a mental health setting (i.e., mental and physical health facilities, child and family agencies, school, child and family service agencies, or private practice). Advanced Internship is a continuation of the Internship experience. Prerequisite: CPY 535, 570, 669, 670, and program didactic courses must precede Advanced Internship or be taken simultaneously. Three hours. Advanced Internship Hours: Face-2-Face/Direct Hours = 120 Hours, Other Hours/Indirect Hours = 180 Hours, Minimum of 1 Hour Weekly Face-2-Face Site Supervision, 1.5 Hours of Weekly Group Supervision with Faculty Supervisors.

Faculty Supervisor
Grace College Faculty supervisors provide orientation, assistance, and consultation to Site Supervisors, as well as professional development opportunities (e.g., training in supervision). Each Faculty Supervisor who provides group internship supervision has:

a. A master’s or doctoral degree in counselor education or closely related field and appropriate certifications and/or licenses.

b. Relevant professional experience and demonstrated competence in counseling at levels appropriate for the student supervised, and has relevant training and supervision.

Site Supervisors
Site supervisors should have:

a. A minimum of a master’s degree in counseling or closely related field and appropriate certifications and/or licenses;

b. A minimum of two (2) years of pertinent professional experience; and
c. Knowledge of program expectations, requirements, and evaluation procedures for students.
Interns
Interns are students working towards obtaining a masters degree in clinical mental health counseling, who have completed the necessary required coursework, including Practicum, as outlined in the Grace College Graduate Department of Counseling and Interpersonal Relations Catalog. Internship clinical experiences provide opportunity for students to counsel clients representative of the ethnic, lifestyle, and demographic diversity of their community. Interns will have professional liability insurance prior to participation in their clinical practice experiences. An intern’s regular on-going employment is not understood as a substitute for student-status, supervised, internship experience.

Additional agreements, requirements, rights, and responsibilities for the mental health treatment facility, college, and the student are detailed below and on the following pages (add any additional items):

**The Grace College Graduate Department of Counseling and Interpersonal Relations**
and ________________________________________________________________

(Agency Name)

**Jointly Agree That:**
1. There will be no discrimination against a student, Faculty Supervisor, or Site Supervisor because of race, color, creed, gender, religion, age, national origin, or handicap in any aspect of this program.
2. The facility has the right to accept or reject any student who wishes to do an internship at the facility.
3. There will be on-going, open communication between the college and facility to ensure understanding of expectations and roles of both institutions in providing clinical supervision for the student.

**Grace College Will:**
1. Assume responsibility for administering the academic portion of internship including monitoring standards of training, course content, methods/hours of instruction, and student competency evaluation. Internship students meet with program faculty for classes and supervision throughout the entire semester (or if incomplete, until training hour requirements are met). Group supervision classes will not exceed 10 students each.
2. Apply all regulations, policies and procedures of the faculty to the student and program faculty in conjunction with the internship.
3. Maintain accreditation by the North Central Association of Colleges and Secondary Schools (NCA) and the Counsel for Accreditation of Counseling and Related Educational Programs (CACREP).

**Note:** Grace College faculty members reserve the right to refuse to provide a letter of recommendation to the student before, during, or after the internship process.
The Agency:
1. Accepts the above named intern and will provide appropriate accommodations, makes reasonable attempts to provide sufficient clinical experiences for the minimum hours outlined above.
2. Extends client treatment responsibilities to the student based upon student demonstration of competency, under supervision. The agency retains full supervisory responsibility for client care/welfare at all times.
3. Will make reasonable attempts to assign sufficient numbers of clients to the student to permit attainment of the required face-to-face client contact requirement of the internship. If the student does not fulfill the hour requirement in that time period, he/she must repeat internship. The Faculty Supervisor, in consultation with Site Supervisors, may limit the number of intake, testing, or other treatment modality hours which count towards the face-to-face hour requirement.
4. Is responsible for the organization, administration, staffing, operation, and financing of its services, maintaining management standards by appropriate accrediting/licensing bodies, if any, and operated in accordance with acceptable ethical/legal mental health care standards.
5. Coordinates learning experiences where multiple programs exist to maximize student clinical benefit, in conjunction with internship requirements.
6. Informs facility personnel of the needs, rights, limitations, and privileges of the student, as well as clarifies this contract with all parties involved.
7. Provides the student with a Site Supervisor approved by Grace College who has the educational background, pertinent professional experience, and certification/licensure qualifications outlined above. In addition, this Site Supervisor will not have been the student’s therapist.
8. Permits audio-taping and/or videotaping of counseling sessions, where agreeable with facility policy and informed client consent. Note: Students MUST obtain informed consent through appropriate forms provided by Grace College for ALL assigned clients, which may include client permission to electronically record counseling sessions (see faculty Supervisor for forms). These electronic recordings may be reviewed during on-campus individual and/or group supervision with the Faculty Supervisor and fellow interns for the purpose of training. Tapes will be erased upon completion of review, and every reasonable effort will be extended to maintain client anonymity.
9. May refuse to provide the student with a letter of recommendation. Letters should be sent directly to the job/program site.
10. Allows and encourages the student to attend regular case staffing meetings, making psychiatric and/or multi-disciplinary consultation resources available as needed.
11. Will not send students on home visits without adequate in-person supervision and protection. Under no circumstances will students provide any client services without immediate in-person accessibility to agency staff.

The Site Supervisor:
1. Meets with the interns a minimum of one hour per week in one-on-one supervision. Supervision may include review of audio/video tapes, live supervision, case review, treatment planning, and training in documentation, exploration of ethical and legal issues, review of
student evaluation results, etc. Site Supervisors may require additional supervision time to address areas of student skill deficiency.

2. Provides honest, on-going, specific feedback to the student regarding counseling skills, approach, and methods. A formal evaluation tool will be provided by the Faculty Supervisor for mid-term and final evaluations. Evaluations are to be processed with the student and sent to the Faculty Supervisor. Documented and specific behavioral observations are encouraged.

3. May require the student to complete additional assignments, within the scope of his/her training, which may include reviewing treatment research, reading books, etc. Any such additional requirements should be provided to student in writing, and documented on the Internship Log Sheet.

4. Verifies student hours by signing a weekly log of clinical activities.

5. Recommends a grade of Credit (“CR”) or No Credit (“NC”) for the student final evaluation. Responsibility for final grade resides with Program faculty. Areas of deficiency should be addressed as soon as evident to allow for remediation, if possible.

The Intern:

1. Works the necessary clock hours at the facility beginning the first week of the semester. These hours are worked during regular agency hours, to maximize overlap with the Site Supervisor availability.

2. Completes the minimum face-to-face/direct client contact hours and other hours/indirect hours during Advanced Internship. Faculty supervisors will encourage/restrict certain treatment modalities to ensure a well-rounded and balanced clinical experience.

3. Meets a minimum of one hour per week in formal, regularly scheduled face-to-face supervision with the Site Supervisor (and additionally if required by the Site Supervisor) and is encouraged to seek additional consultation with other available multi-disciplinary staff. Any changes in primary Site Supervisor assignments MUST be made in consultation with the Faculty Supervisor.

4. MUST attend regularly scheduled facility case-staffings, and may attend facility “business” meetings, at the discretion of the Site Supervisor.

5. Provides audio/video taping equipment and supplies, if unavailable at the agency.

6. A copy of the Informed Consent will be given to the client with the original placed in the client’s file through a progress note entry.

7. Will NOT remove any files from site premises, will maintain reasonable efforts to safeguard client confidentiality within legal standards and ethical guidelines, and will follow ALL facility policies as outlined by his/her Site Supervisor.

8. Conducts him/herself at all times according to the code of ethics of ACA and AACC, as well as follows current legal standards of practice.

9. Attends college classes at scheduled times, completes all assignments in a timely manner, and provides the Faculty Supervisor with original, signed, Weekly Internship Log sheets. Case and report notes brought to campus must have all identifying information removed or disguised.

10. Obtains personal counseling for any issues that interfere with his/her ability to provide professional, competent, and empathetic services to their clients or which interfere with their professional relationships.
Note: It is important for the agency and Site Supervisor to understand that the Site Supervisor is the student’s immediate Supervisor and agrees to oversee all of the student’s activities and therapy with clients during the internship process. The Faculty Supervisor will provide weekly group supervision.

By signing below, the parties agree to abide by the above listed procedures:

Student ____________________________________________________________ 

Please Print Name Clearly

________________________________________ Date: ______________________ ______

Signature

Site Supervisor: ______________________________________________________ 

Please Print Name Clearly

________________________________________ Date: ______________________ ______

Signature

Agree to allow this student to provide counseling from ___/___/___ to ___/___/___ 

Site Supervisor Type of License(s) (e.g., LMHC, LCSW, etc): ________________________________ 

License Number: ____________________________________________________________________________

License Expiration Date: ______________________________________________________________________

☐ Yes  ☐ No  Attached are additional contractual agreements provided by the facility.