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

Agency Name: ____________________________________________________________

Address: ________________________________________________________________

Number/Street      City       State

Agency Phone: (____) ____________________ Fax: (____) ________________________

Site Supervisor Email Address: ____________________________________________

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

DESCRIPTION OF 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 Site Supervisors, and 1.5 Hours Consultation with Faculty Supervisor.

Faculty Consultant

Grace College Faculty Consultants provide orientation, assistance, and consultation to Site 
Supervisors, as well as professional development opportunities (e.g., training in supervision). 
Faculty Consultants will use a consultation model for Interns engaged in Internship training with an 
opportunity to discuss professional development and the supervision experience. Faculty 
Consultants have:

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 Intern and have relevant training.

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 
   Interns.
**Interns**
Interns are students working towards obtaining a master's 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 Interns 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 a student-status, supervised, internship experience.

Additional agreements, requirements, rights, and responsibilities for the mental health treatment facility, college, and the Intern 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 an Intern, Faculty Consultant, 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 Intern who wishes to do an internship at the facility.
3. There will be on-going, open communication between the Site Supervisor and Faculty Consultant to ensure understanding of expectations and roles of both facilities in providing faculty consultation and site supervision for the Intern.

**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 Intern competency evaluation. Interns meet with Faculty Consultants for classes throughout the entire semester (or if incomplete, until training hour requirements are met). Group consultation classes will not exceed 10 Interns each.
2. Apply all regulations, policies and procedures to the Intern 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 Consultants reserve the right to refuse to provide a letter of recommendation to the Intern before, during, or after the internship process.
The Site:

1. Accepts the above named Intern and will provide appropriate accommodations, and make reasonable attempts to provide sufficient clinical experiences, for the minimum hours outlined above.

2. Extends client treatment responsibilities to the Intern based upon Intern demonstration of competency, under supervision. The agency retains full supervisory responsibility for client care/welfare at all times.

3. Assigns sufficient numbers of clients to the Intern to permit attainment of the required face-to-face client contact requirement of the internship. If the Intern does not fulfill the hour requirement in that time period, he/she must repeat advanced internship. The Site Supervisor, in consultation with the Faculty Consultant, 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 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 Intern clinical benefit, in conjunction with internship requirements.

6. Informs facility personnel of the needs, rights, limitations, and privileges of the Intern, as well as clarifies this contract with all parties involved.

7. Provides the Intern with a Site Supervisor approved by the Faculty Consultant, 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 recording of counseling sessions, where agreeable with facility policy and informed client consent. Note: Interns MUST obtain informed consent through appropriate forms for ALL assigned clients, which may include client permission to electronically record counseling sessions. These recordings may be reviewed during Internship Seminar with the Faculty Supervisor and fellow Interns for the purpose of training. Recordings will be erased upon completion of review, and every reasonable effort will be extended to maintain client anonymity.

9. May refuse to provide the Intern with a letter of recommendation. Letters should be sent directly to the job/program site.

10. Allows and encourages the Intern to attend regular case staffing meetings, making psychiatric and/or multi-disciplinary consultation resources available as needed.

11. Will not send Interns on home visits without adequate in-person supervision and protection. Under no circumstances will Interns provide any client services without immediate in-person accessibility to agency staff.

The Site Supervisor:

1. Meets with the Intern a minimum of one hour per week in one-on-one supervision and one hour and one half for group supervision. Supervision will include review of session recordings and/or live supervision at some point during the semester. Case review, treatment planning, training in documentation, exploration of ethical and legal issues, review of Intern
evaluation results, etc. will also be included. Site Supervisors may require additional supervision time to address areas of Intern skill deficiency.

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

3. May require the Intern 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 Intern in writing, and documented on the Internship Log Sheet.

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

5. Recommends a grade of Credit (“CR”) or No Credit (“NC”) for the Intern final evaluation. Responsibility for final grade resides with Faculty Consultant. 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 of face-to-face client contact hours during the internship, including individual, group, family, and marital treatment modality in order to achieve the required hours. Faculty Consultants 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 Consultant.

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

5. Provides recording 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 American Counseling Association (ACA) and the American Association of Christian Counselors (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 Consultant with 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.

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

Intern ____________________________

Please Print Name Clearly

_________________________________ Date: ______________________

Signature

Site Supervisor: ____________________________

Please Print Name Clearly

_________________________________ Date: ______________________

Signature

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

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

Site Supervisor Degrees Held:

________________________________________________________________________

Site Supervisor Years of Supervision Experience:

________________________________________________________________________

License Number: __________________________

License Expiration Date: __________________________

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