

**Internship Contract**  
Indiana Wesleyan University  
Graduate Counseling Program

*This contract is to be read and signed by the student intern, university supervisor, university clinic coordinator, internship facility supervisor, and internship facility director.*

**Student** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone numbers** (home, work, cell) \_\_\_\_\_

**Email address** \_\_\_\_\_ **Fax** \_\_\_\_\_

**University Supervisor** \_\_\_\_\_

**Semester/Year** \_\_\_\_\_

**Internship Facility** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Internship Starting Date** \_\_\_\_\_ **Internship Ending Date** \_\_\_\_\_

**Internship Site Supervisor** \_\_\_\_\_

**Site Supervisor's Highest Completed Academic Degree:** \_\_\_\_\_

**University** \_\_\_\_\_

**Certificate(s)/Licensures** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

**Please describe any previous relationship with this site supervisor:** \_\_\_\_\_

**Number of Hours** (per week total) \_\_\_\_\_ **Direct Client Hours** (per week) \_\_\_\_\_

## Description of Internship

The internship experience is designed to expose the intern to the full range of services offered in a mental health facility. It is expected the intern will involve him/herself in all activities conducted by both professional therapists and support staff.

- Interns enrolled in either the **60-hour Clinical Mental Health or Marriage & Family Therapy counseling programs** need to complete a 900 hour total internship. For CMH, 360 hours must be direct client contact hours. For MFT, 450 hours must be direct client contact hours and MFT interns must spend 50% of their direct client contact with couple, families or groups.
- Interns enrolled in the **48-hour School counseling program** need to complete a 600 hour total internship in which 240 hours need to be direct client contact hours.
- Interns enrolled in the **48-hour Addictions counseling programs** need to complete a 700 hour total internship in which 280 hours need to be direct client hours.

Internships normally **take place** over a course of a semester but may be extended until the hours are completed with approval from the internship site. An intern may use two sites to complete a one semester internship experience.

University faculty will supervise the intern as well as a university approved on-site supervisor. A minimum of one hour per week of supervision is required by the on-site supervisor. The on-site supervisor must have completed a master's degree in a counseling-related field and have at least two years professional experience. A specific contract will be drawn up between the intern, the facility and the University prior to the beginning of the internship experience.

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Indiana Wesleyan University is a Christian liberal arts university which places emphasis on the integration of faith and counseling. As we train and model this integration to our students, we also train and emphasize to our students the need for them to work with and within the value system of the clients they serve.

## Conditions of the Internship Contract

*Participating institutions and individuals involved in this contract agree to abide by the following:*

### **Indiana Wesleyan University and the Facility agree that:**

1. There will be no discrimination against any of the participating members because of race, gender, age, religion, disability, color, nationality, or ethnic origin in any aspect of this internship experience.
2. There will be on-going, open communication between the university and the facility with regard to the internship experience.

### **The University agrees to:**

1. Assume the responsibility for the academic portion of the experience including expectations, course content and the final evaluation of the intern consistent with appropriate accrediting bodies and the American Counseling Association (ACA) ethical standards.
2. Provide proof of professional liability insurance for each intern assigned to an internship site.
3. Abide by all agreed upon regulations, policies and procedures of the internship facility as it relates to the internship experience.
4. Withdraw any intern or faculty member from an internship assignment when it is determined that s/he is detrimental to the internship facility or experience.
5. Maintain appropriate University accreditation with the highest standards of counselor education and supervision consistent with ACA ethical standards.

### **The Internship Facility agrees to:**

1. Accept the intern as a professional member of the facility and provide appropriate accommodations to ensure a quality experience and to inform other personnel concerning the rights and privileges of the intern. This would include attendance at all regular staffings or staff meetings.
2. Be responsible for the full operation of the facility and its services, consistent with ACA ethical standards and appropriate accrediting bodies.
3. Be responsible for all aspects of client care consistent with ACA ethical standards and appropriate accrediting bodies.

4. Assign sufficient clients and provide sufficient responsibilities to the intern in order to complete a satisfactory internship and to allow the intern to continue serving at the facility until the contracted hours have been successfully completed. In addition to the contracted direct client hours, the internship experience should include the opportunity to use a variety of professional resources such as assessment instruments, computers, professional literature, etc.
5. Allow on-site, live supervision.
6. Permit reports and case notes (or copies) of counseling sessions (with all identifying information removed) to be used by the University Supervisor for supervision and educational purposes.
7. Provide the intern with an on-site supervisor who meets or exceeds the following credentials:
  - a. A master's degree in counseling, psychology or a closely related field.
  - b. Appropriate certifications and/or licenses.
  - c. Two years of professional experience.
  - d. Conducts him/herself in a professional manner consistent with ACA ethical standards.
  - e. Does not have any of the following relationships with the intern:
    1. \*Previously served as the intern's therapist.
    2. \*Previously served as the intern's supervisor.
    3. Is a friend or close relative of the intern.

*\*Consideration will be given in certain circumstances and must be approved by the University Clinic Coordinator Supervisor.*

### **The On-Site Supervisor Agrees to:**

1. Provide a minimum of one (1) hour per week of individual supervision.
2. Provide honest, ongoing, specific feedback to the intern concerning his/her performance and to provide written feedback and evaluation at the midterm and the end of the internship experience and to communicate this evaluation to the University Supervisor.
3. Provide additional supervision and/or educational opportunities for the intern as deemed necessary and appropriate.
4. Verify all intern hours by signing off on the intern's weekly progress log.
5. Attend Supervisor Professional Development session once each Spring and Fall semester at the University. These dates are set one year in advance and are available prior to signing of this contract.

**The Student agrees to:**

1. Conduct him/herself in a manner which is professional and consistent with the university mission, the mission of the graduate counseling program, the mission and goals of the facility and ACA ethical standards.
2. Be committed to growing both professionally and personally and work at the application of knowledge gained from the internship experience.
3. Obtain personal counseling for any personal issues which might interfere with client care or a successful internship experience.
4. Keep an ongoing accurate log of all the hours accumulated during the internship experience.
5. Complete appropriate documentation on each client including a complete DSM-IV diagnosis and all accompanying case notes deemed appropriate by the facility. This would include the client's written consent for taping sessions when appropriate.
6. Provide his/her own electronic equipment for the taping of sessions if not already provided by the internship facility.
7. Complete any and all assignments required by the On-site Supervisor and/or the University Supervisor.
8. Continue working at the facility until all the required hours have been completed.
9. Show documentation of clear TB test results if required by site.
10. Agree to a criminal history check if required by site.

**The signatures below indicate all parties have read the above contract and are in agreement with its content and procedures. Further, all parties agree to fulfill the above contract to the best of their abilities.**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Signature*

**Student** \_\_\_\_\_  
*Print Name*

**Facility Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Signature*

**Facility Supervisor** \_\_\_\_\_  
*Print Name*

**Facility Director** \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Facility Director \_\_\_\_\_  
*Print Name*

**University Supervisor** \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

University Supervisor \_\_\_\_\_  
*Print Name*

**University Clinical Coordinator** \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

University Clinical Coordinator \_\_\_\_\_  
*Print Name*