

NOTE TO FULL TIME COUNSELING INTERNS

I have included a sample agreement that would be appropriate for a full time internship. You may use this form as a model for the actual contract that you establish with your On-Site Supervisor.

1. Read through the terms of the sample contract. Note that the underlined names/blanks must be replaced with the actual names of the people/site that fits your situation.
2. You **MUST** keep student responsibilities #1-4 in your contract. They are mainstays of the internship requirements and must be stated in all internship contracts.
3. However, student responsibilities #5-onward should be formulated to fit your unique Internship site. List specific responsibilities; general/vague activities are not enough (i.e. participate in other counselor activities....). If these responsibilities are not specific and/or do not note a variety of activities, your contract will be returned with instructions to provide more clarity and breadth.
4. Keep page 2 of the sample contract “as is”, with the exception of including the correct names in the appropriate places. Be sure to have your On-Site Supervisor sign all 4 (four) original documents as well as yourself **PRIOR** to turning them in to The Practicum/Internship Coordinator mailbox located in 101A Ball Hall. COGDAL
You need one of the four copies for your portfolio, one for your file, one for the site and one for your faculty supervisor.
5. Remember, that until your contract is approved by the Practicum/Internship Coordinator, you cannot begin to log On-Site hours to meet Internship requirements.

The University of Memphis
Department of Counseling, Educational Psychology, and Research

Internship Agreement (Sample)

The purpose of this document is to specify the terms of the agreement that will exist between the Counselor Education Masters Program at The University of Memphis and _____, Memphis, TN. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific contract will exist between _____, On-Site Supervisor, Dr. Pamela Cogdal, University Practicum/Internship Clinical Counseling Coordinator, and _____ MS intern.

The Internship Program

The internship program is to consist of a minimum of an average of 40 (forty) hours per week for Fall semester 20-- (Put day, month and year) for a total of 12 hours of graduate credit. This program is intended to fulfill the internship requirement for the Masters degree in the _____ concentration.

Responsibilities of the Intern

The intern shall be responsible for:

1. Completing a minimum of 600 hours between (put dates ex. August 28, 20-- and December 6, 20-- with 240 of the 600 hours in direct client service;
2. Receiving supervision and instruction in the programs and procedures of _____ Maintaining an accurate record as required by the On-Site supervisor, _____, and the Counselor Education Department at The University of Memphis;
3. A log will be maintained of time spent and all internship activities which will be reviewed on a weekly basis and verified by the On Site Supervisor's signature;
4. Conducting a weekly counseling group for the children of families referred to the Clinic _____.
5. Conducting intake interviews for new clients in the Domestic Violence Intervention Program;
6. Conducting weekly individual counseling sessions with 4 women in the Domestic Violence Intervention Program.
7. Attending weekly agency staff meetings where the progress of clients in the Domestic Violence Intervention Program will be discussed.
8. Conducting weekly individual Play Therapy counseling sessions with preschool age children of families in the Domestic Violence Intervention Program;
9. Assisting in the organization and presentation of _____.

Responsibilities of the On-Site Supervisor

The On-Site supervisor will serve as consultant and supervisor for the Intern while the student is on-site. Regular weekly, face to face planning, evaluation or consultation sessions between the On-Site Supervisor and the Intern are recommended. Additionally, the On-Site Supervisor will be invited to participate in the Midterm and Final Evaluation of the Intern.

Responsibilities of the Group University Supervisor

The Group University Supervisor shall meet with the Intern on a weekly basis in a group format for the purpose of:

1. Discussing the timely concerns and issues of the student group enrolled in the Practicum/Internship course;
2. Being available as a faculty consultant to provide feedback and guidance related to students' placement concerns;
3. Making a site visit during the course of the semester to meet with the On-Site Supervisor.
4. Continue to oversee the development of the Internship student's Professional Portfolio .

In the unlikely event that a problematic situation occurs between the On-Site Supervisor and the Intern which is difficult to resolve, either the On-Site Supervisor or the Intern may contact the student's University Supervisor or Dr. Pamela A Cogdal, University Clinical Coordinator of Counseling PI, (901) 678-4931; email: pcogdal@memphis.edu

(Intern) (date)

(Site Supervisor) (date) (Print & Sign)

(Pamela Cogdal, PhD Practicum/Internship Coordinator) (date)