

INTERNSHIP CONTRACT GUIDELINES
(See Example in Appendix A)

The contract should include the following information:

I. Identifying Information

A. Name and address of the internship site

B. Names of student and supervisor

C. Starting and completion dates

D. Days/hours student will be at internship setting

II. Goals

A. Counseling practice goals – Please describe in detail the ways in which the following broad goals will be met.

- School broadly - Provides individual and group counseling and classroom guidance to promote the academic, career, and personal/social development of students.
- Clinical Mental Health broadly - Uses the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling.

- B. Personal growth goals – Please describe in detail the personal growth goals for the placement
(e.g., opportunities to practice and grow more comfortable with confrontation, become more structured in selection and implementation of interventions, integrate more play techniques)

III. Each Learning Contract Should Include: Learning Activities of Internship Student (minimum 120 hours of direct service to clients) (see next page for additional details)

1. Individual Counseling/Client Interviews - The internship student will complete an agreed upon, minimum number of counseling sessions and client interviews per term.

2. Long-Term Contacts - The internship student will maintain at least two long-term client contacts (3-5 sessions) during the internship semester.

3. Group Counseling - The internship student will lead or co-lead at least one group with a minimum of four members for a series of sessions.

Depending on placement site, include the following where appropriate:

1. Classroom Guidance - For internship students in elementary, middle, and secondary schools, there will be opportunities for participation in classroom guidance using materials and activities appropriate for the setting.
2. Consultation - The internship student will complete at least two consultation sessions during the internship period.
3. Testing/Assessment - The internship student will participate in the administration and interpretation (either individually or in a group) of the results of at least two different tests.
4. Referrals - The internship student will participate in the process of referring clients or observe at least two referrals to other community agencies or other services within the school or agency.
5. Training and Development - The internship student will help to develop and conduct at least two structured educational experiences for either students, clients, teachers, parents, or other agency staff. The student should either lead or co-lead these experiences.

IV. Skills that the Student Wishes to Emphasize and Develop

V. Evaluation Procedures

VI. Signatures of Site and University Supervisors and Student

INTERNSHIP STUDENT: _____

DATE: _____

ON-SITE SUPERVISOR: _____

DATE: _____

UNIVERSITY SUPERVISOR: _____

DATE: _____