

Agreement with Internship Placement Site

The Citadel Clinical Counseling Program is pleased that you are interested in providing an Internship Field Placement Experience for one of our Clinical Counseling students. We view Internship supervisors as critical partners in our effort to develop skilled counselors. A critical aspect of that effort is the establishment of collaborative arrangements with field placement sites where a richness of experience and appropriate, high quality supervision are available. We are convinced that these types of field placement experiences create a situation that is of benefit to all concerned. While our students are clearly “learners”, their level of training should also enable them to be significant contributors. It is our expectation that your experience will confirm that perception.

The Internship in Clinical Counseling is designed to be a relatively independent experience for the student. There are essential parameters that provide structure for the Internship student, the supervising professional/agency, and The Citadel Clinical Counseling Program. The following items outline the essential aspects of the field placement experience that must exist in order for our students to be placed at a particular Internship site.

The Citadel Clinical Counseling Program and _____

agree to the following clinical experiences for an Internship placement which will encompass a minimum of 600 hours for _____

to begin on _____ and end on _____.

Responsibilities of the Internship Agency:

1. Provide appropriate physical facilities for the counseling experience.
2. Provide orientation to the policies and procedures of the agency that will directly affect the student experience.
3. Provide a qualified supervisor to work with the student throughout the experience, and assure that the student receives at least one hour per week of continuous, one-on-one supervision by a mental health professional (e.g., counselor, social worker, psychologist) who possesses a minimum of a master’s degree.
4. Assure supervisor participation in the evaluation process and submission of a written evaluation of the student’s performance (form to be provided) along with a suggested grade.
5. Review the educational objectives of the Internship in Clinical Counseling experience and endeavor to provide learning experiences that encompass a full range of professional

experiences carried out by professional counselors at the agency in order to help the student meet his or her educational objectives.

6. Make available to the student in-service opportunities that are presented to agency staff.
7. Assign students to an area of clinical practice that is agreed upon by the supervisor and the student.
8. Ensure for Internship students a minimum of 240 hours of direct client contact in which the student takes an active role in a therapeutic capacity (individual, couple, or family), which would include a minimum of 25 hours of group experience, and 360 hours of other professional experiences (e.g., team meetings, staffings, supervision, continuing education programs, etc.).
9. Allow audio/video recording of counseling sessions to be reviewed by The Citadel course instructor who will be evaluating the student's counseling skills. *Confidentiality of session recordings will be maintained. Students should obtain informed consent from clients to allow recording. It is assumed that each agency has its own form for obtaining such consent. Students are not required to record all sessions. Therefore, clients are free to decline permission for recording. Session recordings handed in for instructor evaluation will not include identifying information about the client. Recordings will be erased by the student after they have been reviewed by the course instructor.*
10. Inform The Citadel if the student's performance is below acceptable standards.
11. The agency shall have the right to exclude a student from the agency in the event the agency determines that the individual is not performing satisfactorily or is interfering with agency operations, and in that event shall immediately notify The Citadel Clinical Counseling Program of such actions (953-5320).
12. The agency will accept only the number of students for which working space, clinical supervision, and client contact opportunities are adequate to meet the educational objectives of the Internship in Clinical Counseling.
13. The agency shall maintain responsibility for client care while cooperating with the school faculty in making selected learning experiences available to students.

The Citadel Clinical Counseling Program agrees to:

1. Retain responsibility for the student's education and the arrangement of appropriate field experience.
2. Assure that each Internship student has the needed preparation before placement to function adequately.
3. Maintain contact with each student and each on-site supervisor to monitor performance.

4. Withdraw students who do not meet minimal standards.
5. Provide general supervision of the student's work experience, not to include responsibility for supervision of the mental health treatment of any agency clients.
6. Give feedback and support to the agency during the Internship field experience.
7. Provide an evaluation process for the agency supervisor to follow.
8. Provide education/course objectives to the agency and clarify them as needed.
9. Communicate with agency supervisor and the student in a final evaluation of the student program, and to assign the final grade for the Internship experience.
10. Assign the agency only those students who are, to the school's knowledge, in adequate mental and physical health at the time of their clinical education experience to function in such a training role. The Clinical Counseling Program and the student shall, to the extent of their respective knowledge, inform the agency of any special health problems or requirements of any student.

The Internship Student shall:

1. Provide the following documentation of credentials for agency review:
 - a. Evidence of professional liability insurance (general and/or professional) - \$500,000 minimum.
 - b. Copies of diplomas from programs of higher education upon request.
 - c. Transcript from the most recent educational programs upon request.
2. Function within the rules and legal restrictions of the agency, as outlined by the agency.
3. Establish clearly in writing the specifics of time commitments and schedules, for periodic review by the agency clinical supervisor.
4. Become aware of policies and practices of the agency.
5. Maintain appropriate records on all client contacts and to fulfill agency and professional paperwork requirements.
6. Assure that the on-site supervisor is kept fully informed about client contacts.
7. Complete counseling hours, as required by the Clinical Counseling Program Internship in Clinical Counseling course requirements.
8. Maintain a detailed log to be signed by the on-site supervisor and to be submitted to The Citadel course instructor.

9. Assume the responsibility for notification of the appropriate party in the event of absence.
10. Display good professional character (i.e. punctuality, initiative, appearance/dress, motivation, etc.).
11. Review and comply with all class requirements, assignments, activities, duties, etc., as outlined in the syllabi for the PSYC 651/652-Internship in Clinical Counseling course.
12. Perform constantly in accord with ethical and legal guidelines governing the practice of counseling.

Mutual Responsibilities of Agency and The Citadel Clinical Counseling Program:

1. The Clinical Counseling Program and the agency shall appoint a designated representative to coordinate the clinical education experience.
2. Each party shall keep the other informed of changes in curriculum, program, and staff that may affect the clinical education experience.
3. In accordance with The Citadel's official policy, the parties shall not discriminate on the basis of a "person's race, color, national origin, age, religion, disability status, gender, sexual orientation, or marital status."

This agreement contains the entire understanding of the parties and shall not be altered, amended, or modified except by an agreement in writing executed by the duly sworn authorized officials of both the school and the agency.

Note: The total of 600 required hours may be completed in one semester (approximately 40 hours per week) or over the course of two or more semesters (15-20 hours per week). The scheduling expectations should be clarified between the student and the site supervisor prior to beginning the internship. However, all requirements are to be completed within a year of beginning the internship experience.

AGENCY TO COMPLETE:

I attest that I have read all the requirements comprising the Internship experience of the above-named PSYC 651/652 Internship in Clinical Counseling. I agree to accept this student as an Internship student under the various stipulations as outlined in the above document. I agree that _____ will meet stipulated agency responsibilities and provide the experiences described to meet the requirements of the Internship field experience.

Agency Primary Contact Person

Date

Phone: _____

Email: _____

Agency Address: _____

INTERNSHIP STUDENT TO COMPLETE:

I agree to accept an Internship placement at _____
and to abide by the requirements of the Internship as described above.

Internship Student

Date

Phone: _____

Email: _____

THE CITADEL TO COMPLETE:

I agree that The Citadel Clinical Counseling program will abide by all expressed requirements and responsibilities of this field placement experience as described in the above document.

Field Placement Coordinator or Internship Instructor
The Citadel Clinical Counseling Program

Date

Cc: Director The Citadel's MA in Psychology: Clinical Counseling Program
Internship Student
PSYC 651/652 Internship in Clinical Counseling Course Instructor