Clinical Mental Health Counseling
Internship Contract

This agreement is made on _____by and between _____
(Date) (Field site)
and **Northeastern State University** and _____.
(Student's name)
This agreement will be effective for a period from _____to_____ for a total of
_____hours. (starting date) (ending date)

Address of Agency:_____
Telephone of Agency: _____
Name and title of Supervisor: _____
Telephone/e-mail of Supervisor:_____

Purpose:
The purpose of this agreement is to provide a qualified graduate student with an internship experience in the field of Clinical Mental Health Counseling.

The university program agrees

1. to assign a university faculty liaison to facilitate communication between university and site;
2. to notify the student that he or she must adhere to the administrative policies, rules, standards, schedules and practices of the site;
3. that the faculty liaison shall be available for consultation with both site supervisors and students and shall be immediately contacted should any problem arise regarding the intern;
4. and that the university supervisor is responsible for the assignment of a fieldwork grade;
5. that the student will have documentation of current professional liability insurance.

The internship site agrees

1. to assign an internship supervisor who as appropriate credentials, time, and interest for training the Intern student;
2. to provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student`s performance (suggested counseling experiences included in the " Internship Activities" section);
3. to provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;

4. to provide supervisory conduct that involves some examination of student work using audio or videotapes, observation, and/or live supervision;
5. to provide written evaluation of the student based on criteria established by the university program;
6. to inform the Internship Coordinator of any problematic behaviors and work toward an acceptable solution.

Within the specified time frame,_____(site supervisor) will be the primary practicum site supervisor. The training activities (checked below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. _____ will be the faculty liaison with whom the student and practicum site supervisor will communicate regarding progress, problems, and performance evaluations.

The program requires completion of a supervised internship in the students designated program area of 600 clock hours. At least 240 clock hours of direct service, including experience leading group must be completed. It is the student's responsibility to maintain a time log documenting the hours performed. The student agrees to regular meetings with the internship coordinator to ensure satisfactory progress.

Following the approval of the internship arrangements by the Internship Coordinator, all parties will be given a copy of this document.

Internship site supervisor:_____Date: _____

Student: _____Date: _____

Internship Coordinator:_____Date_____

If there are any questions please contact the internship coordinator:

Northeastern State University
600 North Grand Ave
Tahlequah OK 74464
(918) 444-3015
Fax: (918) 458- 2397