Northeastern State University
College of Education
Department of Psychology & Counseling

Field Site Agreement
For School Counseling Practicum/Internship

Student Name _____ **Date** _____

Address _____

_____

Telephone/Email _____

Date for Starting Internship _____

Tentative Date for Ending Internship _____

Name of School Site/Agency _____

Address of School Site/Agency _____

_____

Phone Number of School Site/Agency _____

Name & Title of Site-Supervisor _____

Supervisor's degree(s), certification(s), license(s), numbers/date of each granted:

_____

Telephone Number/email of Site-Supervisor: _____

_____

If internship is to be divided between two or more agencies/schools, indicate additional agencies/schools and number of clock hours proposed to be completed within the supervision of that agency/school. An additional Field Site Agreement form **must be** completed for **each** site location in which the school counselor candidate will be interning.

School/Agency	Clock Hours

Terms:

The Site Supervisor agrees to the following:

- To provide the student with supplies, materials, and experiences to carry out the functions of the school counseling internship. These activities include individual counseling, group counseling, consultation/referral activities, intervention strategy implementation, assessment/ evaluation/diagnostic activities, and other activities deemed appropriate by the site supervisor.
- To provide the student with an average of one hour per week of supervision regarding the student's professional performance of the assigned activities.
- To approve by signature a log sheet documenting time spent in each school counseling activity.
- To provide NSU with an evaluation (form to be provided by school counselor candidate) of the student's performance and attitude at the end of the internship experience and to inform the Internship Coordinator of any difficulties encountered.

The Student Intern agrees to the following:

- To enroll in at least 100 clock hours of supervised school counseling activities with no less than 6 clock hours per week. A minimum of 40% of the total time logged (40 hours) must represent direct client services.
- To maintain a time log documenting the hours performed each week.
- To furnish the Site Supervisor and the Internship Coordinator with proof of professional liability insurance coverage.
- To participate in weekly supervision meetings with the site supervisor.
- To meet monthly with the Internship Coordinator to ensure satisfactory progress.

Following the approval of the internship agreements by the Internship Coordinator, all parties will be given a copy of this document. **The following signatures verify agreement to the above stated conditions**:

Student Intern Signature _____ **Date**_____

Site Supervisor Signature _____ **Date** _____

Principal Signature _____ **Date** _____

Internship Coordinator
Signature _____ **Date** _____

If there are any questions, please contact the Internship Coordinator:

Northeastern State University
3100 E. New Orleans, Room 247
Broken Arrow, OK 74014