



Student and Supervisor Agreement

The purpose of this Agreement is to set forth terms of site-based internship of a master's level counseling intern in the Texas State University Professional Counseling Program. This Agreement is in reference to the following internship information:

Counselor Intern: _____
Site Supervisor: _____
Sup Contact: Phone: _____ Email: _____
Site Name: _____
Site Address: _____
Semester Dates: Start Date: _____ End Date: _____
Planned # Hrs at Site: Direct: _____ Indirect: _____ Total: _____

The Parties to this Agreement understand and agree to the following:

1. The student counselor intern will be responsible for:
 - Adhering to the administrative policies, rules, standards, schedules and practices of the internship site and the university
 - Providing all necessary and appropriate supplies where required or when not provided by the internship site and/or university.
 - Arranging for securing own background check or other pre-intern screening requirements
 - Providing personal transportation to and from the internship site
 - Arranging a schedule to ensure attendance at weekly individual supervision with the site supervisor and group supervision (class) as scheduled by the university supervisor
 - Purchasing and maintaining professional liability insurance throughout the internship
 - Reporting all absences to site supervisor and university supervisor in a timely manner
 - Adhering to all applicable ethical codes and policies of the internship site
 - For 300-hour sites: Completing 120 direct hours of counseling and 180 indirect hours each semester; Completing 40 relational hours each semester, if counselor intern is on the MCFC track
2. The site supervisor will be responsible for:
 - Providing a Professional Disclosure Statement for Supervision and Proposed Activity Plan
 - Starting and ending the internship on the semester dates listed above

- ***Being present and available at the internship site when the counselor intern is on site***
 - Providing a minimum of one hour of weekly individual supervision; additional supervision in any format is at the discretion of the site supervisor
 - Providing supervision on an emergency basis, as needed
 - Providing the ability to video/audio record counseling sessions for university supervision
 - Consulting with the university supervisor about the counselor intern's progress
 - Providing ongoing evaluative feedback to the counselor intern
 - Completing a midsemester evaluation during the internship semester, and a final written evaluation at the end of each internship semester
 - Providing a total of 300 clock hours within the semester, with a minimum of 120 hours being face-to-face direct clinical contact with clients
 - For 300-hr sites: Providing a ***weekly caseload of 10-12 clients***, such that the counselor intern can meet the 120 direct counseling hour requirement by the end of the semester; Providing ***3-4 relational clients (e.g., couples, families, siblings, parent-child dyads) for MCFC counselor interns*** who are needing 40 relational hours per semester
3. The Professional Counseling Program will be responsible for:
- Designating a faculty member to serve as the university supervisor - This person will be the contact between the university and internship site supervisor, making contact at the beginning of the semester, and conducting a site meeting during the course of the semester.
 - Facilitating a site visit - The site visit is designed to introduce the University Supervisor to the site supervisor and the internship site, as well as to discuss goals and progress of the intern. The university supervisor will meet with the counselor intern in a group supervision format (class on campus) every other week for an average of 3 hours. The university supervisor will assign grades for the class, as well as provide documentation of the Internship experience on licensure documents upon the completion of each internship semester.
 - Coordinating the internship program - the program's Practicum & Internship Coordinator, will also be available for consultation with the university and site supervisors throughout the internship experience.
4. Internship activities that are appropriate for professional practice in counseling:
- Direct Services – All interns will provide at least ***120 hours of face-to-face counseling services each semester*** (240 in one semester for school counseling), including: individual counseling, group counseling, couples counseling, family counseling, and play therapy; caregiver, teacher, and administrator consultations; classroom counseling or lessons (for school setting). For MCFC counselor interns, 40 of their 120 direct counseling hours must be relational (e.g., couples, families, sibling).



- Indirect Services – All interns will provide the remaining **180 hours of indirect services** required each semester (360 hours in one semester for school counseling) in professionally relevant activities such as: workshops, in-service trainings, staff meetings, individual and group supervision, documentation, referrals, reviewing session recordings and online counseling resources (e.g., theory videos), reading, consultation with other professionals, and test administration and interpretation.
5. It is understood and agreed to by and between the parties that the site supervisor has the right to terminate the field experience of the counselor intern if, in the judgment of the site supervisor, the counselor intern's professional performance and development are below the requirements set by the site. Also, it is understood and agreed to by and between all parties that the Texas State University Professional Counseling Program has the right to terminate the field experience of the counselor intern for reasons concerning the performance of the counselor intern and/or the internship site. Such action will not be taken until the concerns have been discussed with the relevant and pertinent individuals. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.
6. Any questions regarding the internship program, its procedures, or this Agreement shall be referred to Dr. Tracy Chiles, TXST Clinical Coordinator, at tkc23@txstate.edu.

Signatures

I have read and understand the information provided above regarding this Agreement.

Student Signature

Date

Site Supervisor Signature

Date

Professor Signature

Date

Clinical/Program Coordinator Signature

Date