

# Internship Student/Site Agreement

## Professional Practice Site Agreement

Doane College—School of Graduate Studies

Email: rachel.catlett@doane.edu

Phone: 402-467-9047

Student \_\_\_\_\_ Supervisor \_\_\_\_\_

Semester/year \_\_\_\_\_ Site \_\_\_\_\_

Anticipated Weekly Schedule: (attach if needed)

Monday	Tuesday	Wednesday	Thursday	Friday

Purpose: The purpose of this agreement is to provide a qualified student with a practicum or internship experience in the field of school counseling.

### *The University Agrees:*

1. to assign a faculty instructor, to facilitate communication between the University and the Site;
2. to notify the student that they must adhere to the administrative policies, rules, standards, schedules, and practices of the Site;
3. that the Faculty Instructor shall be available for consultation with both the Site Supervisor and the student and shall be immediately contacted should any problem or change in relation to the student, Site, or University occur; and
4. that the Faculty Instructor is responsible for the assignment of the Practicum or Internship grade.

### *The Internship Site Agrees:*

1. to assign a Site Supervisor who has the appropriate credentials, time, and interest for training the 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;
3. to provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;
4. to provide the opportunity for live supervision of the student's interactions with client/students; and
5. to participate in biweekly supervision with the Practicum or Internship student via email, telephone or Zoom. A schedule of supervision and topics will be provided by the Faculty Instructor.

*The Internship Student Agrees:*

1. to read and understand the ASCA’s Ethical Standards for School Counselors and practice in accordance to these standards;
2. to keep Faculty Instructor and Site Supervisor informed regarding practicum or internship experiences;
3. to demonstrate competency in specified counseling knowledge, skills, and attitudes in order to receive a passing grade;
4. to attend classes and Faculty Instructor sessions fully prepared as outlined by the course requirements and expectations;
5. to develop a work schedule with Site Supervisor that will be most conducive to student learning;
6. to complete documentation required by Site and College;
7. to comply with any other requests of the Site; such as completing HIPAA training, background checks, or drug testing.

*Student Agreement Statement:*

I understand and agree to perform the above responsibilities. I understand and agree to practice my counseling in accordance with the ASCA Ethical Standards for School Counselors. I understand it is my responsibility to keep my Faculty Instructor and Site Supervisor informed of my on-site activities and provide them with the appropriate material needed for supervision.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Faculty Instructor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please contact Director of School Counseling, Rachel Catlett, with any questions or concerns via phone or email. [rachel.catlett@doane.edu](mailto:rachel.catlett@doane.edu) or 402-467-9047