

**Appalachian State University
Reich College of Education
Human Development and Psychological Counseling
Community Counseling Program
Practicum/Internship Agreement**

Student: _____ Phone: _____

Practicum/Internship Site: _____

Site Address: _____

Site Supervisor: _____ Phone: _____

Site Supervisor Credentials: _____ Years in the field: _____
(Please attach a copy of the supervisor's credentials to this agreement.)

Beginning Date of Practicum/Internship: _____ Ending Date: _____

Anticipated Weekly Schedule:

	Mon.	Tues.	Wed.	Thurs.	Friday	Sat.	Sun.
Hours							

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

The University Program Agrees:

1. To assign a University faculty liaison to facilitate communication between the University and the site;
2. To notify the student that the student 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 supervisor and student and shall be immediately contacted should any problem or change in relation to the student, site, or University occur; and
4. That the University supervisor is responsible for the assignment of the fieldwork grade.

Practicum/Internship Agreement Continued

The Practicum/ Internship Site Agrees:

1. To assign a practicum/internship supervisor who has the appropriate credentials, time and interest for training the practicum/internship student;
2. To provide opportunities for the practicum/internship student to engage in a variety of counseling activities under supervision and for evaluating the practicum/internship student's performance;
3. To provide the practicum/internship student with adequate work space, telephone, office supplies and staff to conduct professional activities.
4. To help the practicum/internship student secure informed consent from clients for purposes of audio and/or video taping counseling sessions.

The Practicum/Internship Student Agrees:

1. To read and understand the ACA Code of Ethics and to practice in accordance with these standards;
2. To keep practicum/internship supervisors informed regarding practicum/internship experiences;
3. To demonstrate a basic level of competency in specified counseling knowledge, skills and attitudes in order to receive a passing grade;
4. To attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisors' expectations.

Termination

It is understood and agreed among all parties involved that the practicum/internship site has the right to terminate the practicum/internship experience of the student whose physical or mental health status is detrimental to the services provided to consumers at the practicum/internship site. Equally, should the practicum/internship site not fulfill its obligation to provide the practicum/internship student the serves agreed upon in contract, then the university supervisor has the right to terminate the practicum/internship experience of the student. In either case, such action should not be taken until the grievance against any practicum/intern student, or site, has been discussed with the practicum/intern student, ASU officials, and the site supervisor.

Practicum/Internship Agreement Continued

Equal Opportunity

In accordance with the Ethical Codes of the American Counseling Association, it is mutually agreed that all parties shall not discriminate on the basis of race, color, nationality, ethnic origin, language preference, immigration status, sexual preference, age, ability level, gender, or creed.

ASU/Student/Site Supervisor Agreement:

We understand and agree to perform the above responsibilities. We understand and agree to practice counseling in accordance with the ACA Code of Ethics. We understand that there is a responsibility to keep ASU faculty & site supervisor informed of student on-site activities and provide them with the appropriate material needed for supervision.

ASU Student

Date

Site Supervisor

Date

ASU Faculty Supervisor

Date