

Supervision Contract/Agreement for _____ & _____
(Printed student name) (Semester / year)



MC Internship Supervision Agreement

This completed document denotes a supervisory agreement between the specified graduate student in the Master of Counseling Program at Arizona State University, and the agency & supervisor identified herein.

Student Name _____ Date _____

Address _____

City _____ State _____ ZIP _____

Preferred Phone _____ Alternate Phone _____

Email _____

Internship Start Date _____ Semester/Year _____

Internship End Date _____ Hours per week _____

End date instructions:

First Semester Internship Students: This agreement covers your entire (two semester) internship experience. Use the academic calendar to locate the official end date of your second internship semester (date has been auto-filled above). If you are unable to obtain all required hours by this date, you will submit an "Incomplete Letter of Agreement" (form provided by CED684 instructor) containing a revised (estimated) end date. You will be released from the revised agreement as soon as you have obtained 240 direct hours and 600 cumulative hours.

Internship Site Name _____

Address _____

City _____ State _____ ZIP _____

Type of Agency _____

Site Supervisor: _____ AZ License Number: _____
name and highest degree *(attach copy of license)*

Preferred Phone _____ Alternate Phone _____

Email _____ Have you received training in Clinical Supervision? Y ___ N ___

The internship experience is to provide the student with the opportunity to apply helping relationship skills under qualified supervision in an applied organizational environment, while at the same time contributing to the mission of the organization. As such, the student intern, site supervisor, and faculty/doctoral student supervisor agree to all of the following:

THE STUDENT AGREES TO:

1. Adhere to the ACA code of ethics.
2. Document a schedule with the site supervisor to work in the organization for a minimum of 300 hours during each semester (2 semesters), normally twenty (20) hours per week, across the duration of each 15-week semester. Interns must complete 120 hours of direct client contact and 180 hours of indirect services such as case notes, supervision, evaluations, and services deemed necessary for that site each semester.
3. Observe the working rules and professional standards of the organization under the supervision and to provide a weekly log during every supervision accounting for time spent accruing direct and indirect hours at the site.
4. Observe the requirements of the internship course as outlined in the course syllabus.
5. *Provide site supervisor with a copy of the course syllabus during each semester of enrollment.*
6. Provide the MC Program Internship Instructor with a revised Site Agreement form should the site supervisor information or weekly schedule change at any time.

THE SITE SUPERVISOR AGREES TO:

1. Adhere to the code of ethics associated with the supervisors' professional license.
2. Provide the ASU Intern with a caseload to include a reasonable combination of individual and group client hours. Specifically, the site agrees to provide a minimum of 8 direct client hours per week.
3. Verify via signature/initials the student interns' documentation of weekly hours via student provided log.
4. Be identified as the designated "Site Supervisor," and in this role, is identified as the person responsible for providing direct supervision to the student for a minimum of one hour per week (All supervisors of record must hold at least a Master's degree and be licensed in the State of Arizona in Counseling or a related field).
5. Verify whether they have received training in clinical supervision (included in this agreement).
6. In consultation with the supervised intern, document and provide supervisee with ongoing feedback regarding their demonstrated knowledge, skill, and professional dispositions.
7. Schedule periodic formal evaluative sessions throughout the supervisory relationship. Specifically, to complete a formal written evaluation of the student's knowledge, skill and professional dispositions twice during each semester using the evaluation form provided by ASU's Counseling Program and to submit said evaluation with wet or verified electronic signature to both the student and the CED 684 Internship Instructor. ***NOTE: Supervision of internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients.***
8. Contact the CED684 Internship Instructor regarding any performance related concerns as soon as they arise.
9. Keep a copy of this agreement.

THE FACULTY/DOCTORAL STUDENT SUPERVISORS AGREE TO:

1. Adhere to the code of ethics associated with the supervisor's professional license.
2. Meet weekly for at least 1.5 hours for supervision, with a focus on promoting the development of supervisee's professional disposition, clinical competence and professional counselor identity via written and/or verbal feedback
3. Provide weekly group supervision during scheduled class time on campus
4. Provide academic content for the supervisee's Internship course as outlined in the course syllabus
5. Consult with supervisee's site supervisor at any time, and to document formative (midterm) and summative (final) evaluations of the student's professional dispositions, counseling performance and ability to integrate and apply knowledge
6. Consult with supervisee's site supervisor as needed to determine final grade for the course.

In accordance with ASU’s Master of Counseling Site Approval Policy, sites must be able to provide the following activities/experiences to counseling interns: Individual, group, and family counseling, test administration, case conceptualization, DSM-V diagnosis, treatment planning, access to diverse ethnic and cultural groups, crisis counseling, and psychoeducational training (e.g., domestic violence, stress management, anger management, relaxation training). Interns should be made aware of and document any exceptions to these experiences. It is recommended that alternative experiences be discussed, agreed upon and noted in this document.

The student’s weekly schedule at the internship site will be as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Notes:

The student’s responsibilities at the internship will be as follows:

The student and the supervisor jointly agree to work toward the following goals:

Backup Supervision Plan: Provide the name and license number/type of a licensed individual who will be on site and/or “on call” in the event of supervisor absence. Your supervisor will make arrangements with this individual in advance of any planned or unexpected absence.

Telehealth/Remote Services Supervision Plan:

- 1) Describe the methods that you will use to contact your supervisor (include modality and specific contact information):

- 2) Describe the specific types of circumstances that will require immediate consultation with your supervisor while you are providing remote services to clients:

We jointly agree to the aforementioned stated terms and conditions of this applied experience:

Student Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

Internship Coordinator Signature: _____

Date: _____