

**COUN 687- INTERNSHIP CONTRACT**  
**Clinical Mental Health Counseling Program/Western Carolina University (Revised 9/14)**

**Directions:** Please provide the requested information after consulting with your site supervisor. Please return to your university supervisor.

**Student information:**

Name: \_\_\_\_\_ University Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email \_\_\_\_\_

**Internship Site Information:**

Agency \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Site Supervisor \_\_\_\_\_ Email \_\_\_\_\_  
Position title \_\_\_\_\_

**Internship Information:**

This internship will be completed during \_\_\_\_\_ semester, 20\_\_\_\_.  
Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_  
Date documentation of liability insurance provided: \_\_\_\_\_  
300 or 600 hours will be counted toward satisfactory completion of university requirements during this period.

**Internship Responsibilities and Duties:**

An intern is expected to engage in all duties typically performed by a clinical mental health counselor employed in the agency in which the intern is placed. In addition to counseling duties, time may be spent in staff meetings, writing case notes, participating in professional development activities, conferring with site supervisor, etc. Individual supervision is provided on a weekly basis, usually by a site supervisor. Group supervision is provided on a weekly basis by the university supervisor. Internship requires a minimum of 40 hours per week on site for one semester (a total of 600 hours, 240 of which must be in direct service to clients). Tape/digital recording of all ongoing individual client sessions is expected, and recordings are played only for supervision, strict confidentiality being maintained in the setting. The intern is expected to follow the assigned agency's calendar during internship.

Interns are required to provide their on site individual supervisors a minimum of five opportunities for observation of direct services to clients; these observations may be live and/or audio and/or video taped ones. They are required to submit counseling cases for discussion during each group supervision session; these are to be presented orally and may be supplemented by audio and/or videotapes. The focus of supervision is on development of the intern's overall competence as a professional counselor and is not limited to those skills involved in direct services to clients. The university supervisor is responsible for the intern's grade after conferring with the site supervisor.

On the back of this page are specific duties and responsibilities to be undertaken by the intern for the successful completion of internship. The intern is responsible for making and distributing signed copies of the contract to the university and site supervisor. The intern is responsible for obtaining supervisor's initials to document completion of the contract. The university supervisor should be notified by the intern of any changes that significantly alter the activities of this contract.

**Responsibilities are to include but are not limited to the following:**

Activity	Date completed	Supervisor initials
Conduct ongoing individual counseling with a minimum of 5 clients representing varied gender, ethnic, age, socioeconomic & developmental issues.		
Lead or co-lead a minimum of 10 hours of group work.		
Participate in professional consultations regarding client issues.		
Demonstrate use of technology in counseling services.		
Implement a project that involves working with clients who have special needs.		
Participate in a professional development activity (e.g. conference/workshop attendance, presentation at conference, submit an article, etc.).		
Complete one case presentation that includes a comprehensive assessment and a genogram.		
Incorporate career counseling strategies with clients.		
Implement a prevention, education, and/or advocacy intervention (e.g. brochure, website, bulletin board, newsletter, newspaper article, civic group presentation).		
Implement evaluative methods to document effectiveness of direct interventions (i.e., Session Rating Scale or the Outcome Rating Scale by Miller, Duncan, & Johnson, 2002).		
Develop diagnoses and treatment plans.		
Provide appropriate counseling strategies when working with clients with addiction and co-occurring disorders.		
Screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders.		
Apply effective strategies to promote client understanding of and access to a variety of community resources.		

**Initial**

Internship student signature		Date:
Site supervisor signature		Date:
University supervisor signature		Date:

**Conclusion**

Internship student signature		Date:
Site supervisor signature		Date:
University supervisor signature		Date: