



College of Education & Human Services

School Counseling Internship Learning Contract

Intern Student's Name: _____

Intern's Address: _____

City, State, Zip: _____

Home Phone: _____ Work: _____ Email: _____

Internship Site: _____

Site Supervisor: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Fax: _____ Email: _____

Internship Site and Supervisor Role and Responsibilities:

- 1) The internship site is a Primary or Secondary School in which school counseling services are provided.
- 2) Students will be afforded a 32-week (August to May) Internship.
- 3) A minimum of 600 hours is required for internship. Of the 600 hours, at least 40% must be direct client contact with the other 60% being indirect. Of the 40% direct hours, the maximum number of hours conducted remotely cannot exceed half. Time engaged in activities that provide a direct service to the client are considered direct hours (e.g., providing assistance to student(s) in the form of individual counseling, group counseling, family counseling, guidance, or psychoeducational initiatives aimed at remediating difficulties or facilitating personal growth.) Time spent in activities which indirectly benefit the client is considered indirect hours (e.g., supervision, consultation, attending workshops, researching client issues, and preparing for psycho-educational workshops).
- 4) A minimum 35 hours of face to face individual supervision (on-site) will be provided to Counseling student during the course of the internship. This supervision will be provided by a Certified or Licensed School Counselor in, at least, their third year in the position of School Counselor
- 5) The internship site will authorize for the student's direct contact with client's to be intermittently directly observed. This may take form of in vivo supervision during session or recordings. These behavioral samples are essential to the evaluation of the placement experience to help the student develop counseling skills. The recordings will be for review by Cleveland State University Faculty for the use in group supervision. Internship students must secure written consent to record prior to recording a client. Clients will be asked to sign a

release, authorizing the internship student to video/audio record sessions. If the site does not have a release form for recording, a release form is provided by the Counselor Education program at Cleveland State University.

- 6) The site supervisor agrees to meet with the Cleveland State University faculty supervisor during the semester of internship.
 - a) Supervisor Agreement
 - b) Documentation of hours
 - c) Intern Evaluation

For Site Supervisors:

Please list any relevant trainings and/or continuing education* you have received in the past two years regarding counselor supervision:

* If you haven't received any training specific to counselor supervision in the past two years, you can register for a free continuing education workshop for Counselor Supervision through the Continuing Education Program at Cleveland State University. For further information, please contact the Continuing Education Coordinator, Noelle Muscatello, at 216- 687-3867 or cecasal@csuohio.edu

You can also visit the website at:

<http://www.campusce.net/csucasal/category/category.aspx?C=&S=47>

I agree that the Internship Site will meet or exceed the requirements identified. I understand that these requirements meet the internship guidelines mandated by the Counselor, Social Worker, and Marriage & Family Therapist Board of the State of Ohio, and guidelines of the Council on Accreditation of Counseling and Related Educational Programs (CACREP) as adopted by the Counselor Education program at Cleveland State University. In addition, I will assist the student counselor in securing competence in the provision of counseling services as outlined by the "Internship Student Role & Responsibilities" in this Learning Contract.

Site Supervisor Signature

Date

Internship Student Role and Responsibilities:

- 1) Provide competent administration of intake interviews. This may include a Mental Status Examination, structured or semi-structured interviews, or other assessments.
- 2) Demonstrate adequate preparation of treatment plans as dictated by the administration procedures of the site and populations served.
- 3) Orientation to the demonstration of competence in the ASCA National Model service delivery system components.
- 4) Orientation to and demonstration of competence in school settings appropriate treatment of developmental or mental health disorders in a diverse group of clients.

- 5) Demonstrate cultural awareness, adaptation to, and sensitivity toward diverse client populations (i.e., racial and ethnic minorities, women, elderly persons, people with disabilities, LGBTQ+ clients, economically marginalized people, etc.).
- 6) Maintain cogent and accurate record keeping in accordance with the ethical guidelines of the American Counseling Association, legal requirements or the State of Ohio, and mandates of the internship site.
- 7) Demonstrate appropriate interpersonal skills during counseling sessions and in contact with supervisors, staff, and other professional contacts directly associated with the counseling internship.

I agree to secure competence in the provision of counseling services as defined by the “Internship Agreement” portion of this Learning Contract. In addition, I will collaborate with my Internship Site Supervisor in the Meeting the requirements set forth by the “Internship Site Agreement” portion of this Learning Contract.

Internship Student’s Signature

Date