

# INTERNSHIP/ADVANCED INTERNSHIP CONTRACT

**Valparaiso University  
Department of Psychology  
Graduate Program in Clinical Mental Health Counseling**

The purpose of this document is to specify the terms of the agreement that will exist between the Clinical Mental Health Counseling Program at Valparaiso University and the placement field site. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific agreement will exist between \_\_\_\_\_, Dr. Mandy Morrill, NCC, LMHC, Program Director and Clinical Training Coordinator, and \_\_\_\_\_.

**The following student:**

Name: \_\_\_\_\_

Course: \_\_\_\_\_

Semester: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Will serve a field placement at the following site:**

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Site Supervisor Name and Credentials: \_\_\_\_\_

Site Supervisor Email Address: \_\_\_\_\_

This field placement will begin \_\_\_\_\_ and will end \_\_\_\_\_ and will consist of approximately \_\_\_\_\_ hours per week of on-site training, for a total of \_\_\_\_\_ hours of training.

## **The Internship and Advanced Internship Program**

The internship and advanced internship program are to consist of a minimum of 300 hours with 120 of those hours being direct contact hours with clients. This program is intended to fulfill one of the internship requirements for the master's degree in the CMHC concentration with a total of 3 credit hours.

### **Responsibilities of the Internship Student**

The Internship student shall be responsible for: **STUDENTS MUST INCLUDE #'s 1-7; Several objectives must be added beyond 1-7 that are agreed upon with the site supervisor: 8-11 provide examples of what these objectives MIGHT look like.**

1. Completing a minimum of **300** hours with a minimum of **120** hours in direct client
2. Maintaining an accurate record as required by the on-site supervisor.
3. Maintaining a log of time spent and all internship activities which will be reviewed on a weekly basis and verified by the on-site supervisor's signature. These logs will be turned in bi-weekly to the university group supervisor for review.
4. Completing and submitting counseling session tapes.
5. Being at the training site according to a mutually negotiated schedule between the on-site supervisor(s) and student. Any deviation from that schedule is at the discretion of the student in consultation with his/her supervisor.
6. Being directly accountable to the on-site supervisor for actions and behavior while on site.
7. Abiding by the rules, regulations, and policies of the placement agency/organization. This is particularly important regarding client confidentiality and to ethical conduct.
8. Receiving supervision and instruction in the programs and procedures of: \_\_\_\_\_  
\_\_\_\_\_.
9. Administering assessments to evaluate client abilities, strengths, and needs.
10. Scoring and interpreting the assessments that are conducted and writing reports based on interpretations of assessment results.
11. Providing feedback and career guidance to clients following the evaluation.

### **Responsibilities of the On-Site Supervisor**

The on-site supervisor will serve as consultant and supervisor for the internship student while the student is on-site. Regular individual weekly supervision of at least one hour between the on-site supervisor and the internship student is required. Additionally, the on-site supervisor will be required to complete the Midterm and Final Evaluation of the internship student.

### **Responsibilities of the Group University Supervisor**

The group university supervisor shall meet with the internship student on a weekly basis in a group format for the purpose of:

1. Discussing the timely concerns and issues of the student group enrolled in the internship course.
2. Being available as another faculty consultant to provide feedback and guidance related to student's placement concerns.
3. Evaluating at least one tape presentation during the course of the semester.
4. Making a site visit during the course of the semester to meet with the on-site supervisor.

In the unlikely event that a problematic situation occurs between the on-site supervisor and the internship student, which is difficult to resolve, either the on-site supervisor or the internship student may contact the student's university supervisors or the departmental Clinical Training Coordinator.

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Internship Student \_\_\_\_\_ Date \_\_\_\_\_

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On-Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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Valparaiso University Clinical Training Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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College of Arts & Sciences, Room 356  
219-464-6764  
mandy.morrill-richards@valpo.edu

**IMPORTANT:** THE ASSIGNED SITE SUPERVISOR **MUST** INITIAL THE BOX BELOW TO VERIFY ALL OF THE FOLLOWING:

1. HOLD A MINIMUM OF A MASTER'S DEGREE IN COUNSELING OR A RELATED FIELD
2. ARE CURRENT AND IN GOOD STANDING WITH ALL CLINICAL CERTIFICATIONS AND LICENSES NOTED ABOVE
3. HAVE A MINIMUM OF 2 YEARS OF RELEVANT EXPERIENCE IN THE FIELD OF MENTAL HEALTH COUNSELING

By initialing this box, you are verifying all of the above criteria are being met

