University of Wyoming
Counselor Education

Practicum and Internship Agreement

This form must be completely filled out prior to your first day of Practicum/Internship.

Student: _____ Phone: _____ Email:_____

Internship Site:_____

Site Mailing Address:_____ City:_____ State:____ Zip:_____

Site Supervisor: _____ Phone:_____ Email:_____

Site Supervisor Credentials: _____ Lic. No.:_____ Years of practice: _____

Beginning Date of Internship: _____ Ending Date: _____

Physical Site Address:_____City:_____State:____

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 an 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.

The Practicum/Internship Site Agrees:

1. to assign a clinical supervisor who has the appropriate credentials, time and interest for training the internship student;
2. to provide opportunities for the internship student to engage in a variety of counseling activities under supervision and for evaluating the internship student's performance;
3. to provide the internship student with adequate work space, telephone, office supplies, the ability to video record sessions (not necessarily the equipment necessary for recording), and staff to conduct professional activities

The Practicum/Internship Student Agrees:

1. to read and understand the ACA Code of Ethics and practice in accordance to these standards:
2. to keep internship supervisors informed regarding internship experiences;
3. to demonstrate a minimal 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.

Student Agreement:

I understand and agree to perform the above responsibilities. I understand and agree to practice my counseling in accordance with the ACA Code of Ethics. I understand that it is my responsibility to keep my faculty & Site Supervisor informed of my on-site activities and provide them with the appropriate material needed for supervision.

_____ _____

Counselor in Training Date Site Supervisor Date

_____

Faculty Supervisor Date

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