Student Name:

Internship Placement Site:

Internship Placement Site Supervisor Name:

Dates of internship Agreement: from to

1. Each student enrolled in HLC 590 (fall) and HLC 591 (spring) is required to be in a clinical internship placement for twenty (20) (direct and indirect) hours a week for a total of six hundred (600) hours (over the two semesters). The twenty (20) hours may consist of a range of activities related to clinical work: direct client counseling services, case management, record keeping (progress notes, treatment plans, bio-psycho-social assessments, etc.), individual and group supervision, in-service training and case consultation. Students should primarily be doing or preparing to do master’s level professional counseling work. It is expected that at least an average of 40% (240 hours) of the student’s 600 hours will be direct client contact.
2. The Holistic Counseling Program may support students in their search for possible placements and consultation to identify student interests and needs. The program does not place students at their sites. It is the student's responsibility to secure his/her/their placement. Students should inform the Internship Coordinator of their placement prior to signing a contract for program approval.
3. With Holistic Counseling Program approval, students may use their place of employment as their clinical internship placement site under the following conditions: The internship placement tasks and responsibilities must be different from the student’s current job description and focus on *masters-level* skill building. For example, clinical work in another department, another program or with another client population. The student and internship placement site supervisor will attach to this agreement, a current job description and the revised internship job description, highlighting the differences between the two.
4. Each internship student must have an on-site supervisor who provides an hour per week individual supervision. Supervision is a requirement for RI State Licensure, as well as for this internship. At present, RI State law does *not* require internship students to be supervised by a licensed (LMHC) mental health practitioner prior to having completed their CAGS program. This requirement may change. It is each student's responsibility to monitor State licensing standards. The most recent standards can be accessed on the state’s licensure website. As a CAGS student, the program recommends students obtain a supervisor who has been licensed in good standing for at least five (5) years and has at least five (5) years of clinical experience as a licensee. On-site supervisors do need to have a Masters' Degree in the behavioral health field that has included clinical counseling training with at least 3 years post-masters experience.

1. The twenty (20) hours per week clinical internship placement requirement is expected to be continuous. There should be no break in the student’s clinical placement over the course of the semester that exceeds two (2) weeks. Students who have a gap in a clinical placement that exceeds two (2) weeks may be required to withdraw from, or take an Incomplete in, the course. Maintaining a consistent presence in the placement allows the student continuity in counseling practice and client relationship.
2. If students intend to obtain internship hours over the designated Salve Regina University holidays, they MUST make their site supervisors aware that they will not be receiving supervision from a university supervisor during the break. Hours accumulated when the university is not in session (i.e.: break between semesters) will not count towards the student’s total number of logged hours for class credit.
3. Student interns may have a maximum of two sites and may change placement only once per semester. Continuous placement is recommended. Placement continuity provides students the opportunity to demonstrate competency and grow professionally through consistent supervision, clinical experience, and familiarity with all activities that support the clinical service.
4. Information regarding student performance that could impact client safety (in relation to ethical and professional requirements/protocol) will be shared with site supervisors and Salve Regina University faculty to protect clients, field placement, and university safety.
5. If a clinical placement is terminated for any reason, the student must inform the internship instructor immediately. Termination from a clinical placement because of poor performance is grounds for dismissal from the internship class and possibly from the program. In this case, a documented meeting with the student, the internship placement supervisor and the Holistic Counseling Program internship instructor and/or coordinator is required. If a student is dismissed from any combination of two practicum or internship opportunities the student will be dismissed from the program.
6. Each student will participate in an Internship seminar. This course meets weekly on campus according to the semester schedule. The instructor will conduct a minimum of one field site visit. This consultation is designed to review the students’ clinical work and progress. The student should be present for this review.
7. Each student intern and internship placement supervisor are required to complete all internship documentation; clinical practice agreement, mid-term and final evaluation, student log, placement information form, and student evaluation of placement site. These forms are the student's responsibility to disseminate (if appropriate) and collect.
8. Successful completion of HLC 590/HLC 591 requires a demonstration of professional competency and successful evaluation by the internship placement and internship instructor. Not meeting these requirements results in dismissal from the SRU Master of Arts in Holistic Counseling.
9. Student interns are required to obtain student general liability insurance before starting in the field. One possible option: <http://www.counseling.org/.../Students/ACA_Student_Coverage> The American Counseling Association provides this insurance with membership (it is not automatic, student must sign-up for the coverage).
10. Student interns will provide services within the ethical guidelines of the American Counselors Association Code of Ethics (2014), and the Code of ethics held by the internship placement site (as well as any other protocol necessary).

**Expectations of the Student Intern, the Internship Placement Site Supervisor, and the HLC Program Masters Program Internship Instructor**

The student intern agrees to:

* Participate as a student intern for 600 hundred (600) hours for a minimum of twenty (20) hours per week
* Participate in individual clinical supervision weekly with the internship placement site supervisor
* Participate in group supervision and staff meetings of the internship placement site as appropriate
* Successfully complete the elements outlined in the HLC 590/HLC 591 syllabus
* Integrate and practice their counseling skills in the field placement site setting
* Become thoroughly familiar with the placement organization and its administrative policy, code of ethics, funding, size, services, confidentiality standards, staff and functions, referral sources, client populations and related issues of diversity
* Develop and hone skills in assessment, treatment planning, and clinical intervention
* Develop and hone skills in clinical documentation and reporting
* Develop and hone skills in the modalities offered by the internship placement site
* Develop and hone an understanding of the continuum of care available to support clients in the community
* Maintain a weekly log of daily clinical and other supportive services in which the students participated during the week. The student will bring this log to the internship seminar for review as designated on the course syllabus
* Consistently demonstrate professional demeanor and uphold the ACA code of ethics (2014), university policy, and the code of ethics held by the internship placement.
* Provide recordings of individual and/or group counseling for seminar case presentations, in accordance with HIPAA and other federal and state confidentiality regulation

The Internship placement supervisor agrees to:

* Provide a supervised placement of twenty (20) hours per week for six hundred (600) hours per academic year (Spring and Fall semesters)
* Provide the student with appropriate orientation to the placement organization
* Provide appropriate workspace for individual and /or group counseling consistent with the ACA Code of Ethics (2014) and the code of ethics in place at the internship placement
* Provide one (1) hour per week of individual supervision
* Provide opportunity for student intern participation in group supervision and staff meetings as appropriate
* Provide the student intern with an effective case load within which to practice clinical mental health counseling skills
* Observe and give feedback to the student intern on that student's provision of individual and group counseling
* Provide live supervision on at least two occasions (spring/fall)
* Provide SRU with a copy of the placement entities liability insurance
* Consult and/or meet regularly with Holistic Counseling Program faculty and/or coordinator
* Meet with the HLC Program faculty and/or coordinator and the student at least once a semester.
* Allow, with client written consent, counseling recordings for seminar case review. All persons reviewing recordings are under the same ethical standards to ensure confidentiality for tape review.
* Complete mid-term and final evaluations

The Holistic Counseling Program internship instructor and/or coordinator agrees to:

* Provide a weekly internship seminar for internship students
* Provide individual consultation for the internship student
* Confer regularly with the internship placement site supervisor for student supervision and evaluation, onsite review of supervision notes, and/or observation of group supervision
* Advise the internship placement site supervisor of University schedule and any changes impacting this agreement

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Internship Placement Site Supervisor Signature Date

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Student Intern Signature Date

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HLC Program Internship Faculty Signature Date

Dr. Amanda J Minor, Clinical Coordinator, can be reached at: [Amanda.minor@salve.edu](mailto:Amanda.minor@salve.edu) with questions.

**Students must provide a signed copy of this completed form to the SRU internship coordinator, the HLC 590/591 instructor, and the internship placement site supervisor. The site supervisor and student must sign this form *before* the start of their internship placement. Students are advised to keep a copy for their records.**