

## COUNSELING INTERNSHIP AGREEMENT

*Questions? Please contact Dr. Suelle Micallef Marmara, Internship Coordinator, Suelle.MicallefMarmara@uwrp.edu*

This agreement is between the University of Wisconsin-River Falls, located in River Falls Wisconsin, and the \_\_\_\_\_ School district/agency, located in \_\_\_\_\_. The student, \_\_\_\_\_, will be placed in the counseling department/agency under the supervision of, Licensed School Counselor \_\_\_\_\_, for the period of \_\_\_\_\_ to \_\_\_\_\_. (200 hours total-120 indirect, 80 direct hours required for each placement)

### THE UNIVERSITY AGREES THAT:

- ❖ The students will be approved for internship by the counseling program faculty.
- ❖ The university supervisor will meet with the student and a supervising counselor, on-site, at least two times during the semester to complete observations of individual, small group or large group counseling.
- ❖ The counseling students will be provided with group Supervision by the university supervisor.
- ❖ The university supervisor will be available for on-site supervising, as needed, throughout the internship. UWRF counseling program also provides professional opportunities at least once per year.

### THE SCHOOL DISTRICT/ COUNSELOR AGREES THAT:

- ❖ The supervising counselor is licensed as a school counselor with at least three (3) years of recent experience as a school counselor and at least one (1) year of recent experience at the level they are supervising.
- ❖ The supervising counselor will meet with the student to establish mutual goals for practicum, which will include the experience of direct counseling (individual and group) with a diverse client population.
- ❖ The supervising counselor will be available to the student for regular consultation individual live supervision, totaling at least 1 hour per week.
- ❖ The supervising counselor provides written evaluation of the student at the mid-point and at the end of the semester.
- ❖ The supervising counselor signs weekly hour sheets provided by the student.
- ❖ The supervising counselor will provide opportunities to engage in a variety of school counselor duties (listed in the UWRF supervisor handbook) including small group and individual counseling.
- ❖ Supervising counselors will complete UW-RF on-line supervision training (this is required once per year) and may meet with the university supervisor and the student up to two times during the semester.

### THE STUDENT

- ❖ The student will function as a professional counselor, adhering to the site requirements as to attendance, demeanor, procedures for confidentiality, mandated reporting, and other ethical and legal guidelines.
- ❖ The student will provide signed weekly hour sheets to your site supervisor and UWRF supervisors.
- ❖ The student will cooperate with both university and on-site supervisors in matters of supervision, consultation, and evaluation.
- ❖ The student will take measures necessary to protect themselves regarding personal or property injury, understanding that field experiences occur at your own risk.
- ❖ The student will purchase professional liability coverage for the duration of the semester. Options will be provided by the UWRF counseling program and written proof will be required.

---

University Supervisor/date \_\_\_\_\_ Supervising Counselor/date \_\_\_\_\_ Student Counselor/date \_\_\_\_\_  
School: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address, City, State, ZipCode: \_\_\_\_\_  
Email: \_\_\_\_\_