



SCHOOL COUNSELING - INTERNSHIP AGREEMENT – CNSL 591

Student _____ Email: _____

Supervisor _____

Agency address _____

Phone _____ Email _____

The internship will be effective for a period from _____ to _____

for _____ hours per week for _____

Student Name

Within the resources and needs of the internship site, the student will be provided with experience in as many of the activities described below in sufficient amounts to allow an adequate evaluation of the student's level of competence in the designated activity.

The faculty supervisor, Professor _____ at telephone number _____ and email _____ will be the primary contact to whom all communications will be made regarding the student's progress, problems, and performance evaluations.

Internship Activities

| | |
|--|---|
| 1. Individual Counseling for problems of personal, social, occupational, educational nature. | 9. Career Counseling |
| 2. Group Counseling; Leading or Co-Leading | 10. Individual supervision |
| 3. Intake interviewing, including taking social history information | 11. Group or peer supervision |
| 4. Testing: Administration, analysis, interpretation of results | 12. Case conference or staff meeting |
| 5. Report writing, record keeping, treatment plans, treatment summaries | 13. Psychoeducational or developmental counseling activities |
| 6. Consultation, referrals, professional team collaboration | 14. Participation in orientation sessions, contact with community resources |
| 7. Assessment, diagnosis, and treatment/intervention planning for persons with mental and emotional disorders. | 15. Participation in administrative support activities and routine systems management |
| 8. Participation in planning and placement team meetings. | 16. Other _____ |



Faculty Supervisor Responsibilities:

In a Master's in Counseling program, the **faculty supervisor** is an essential mentor who ensures the student receives comprehensive, quality supervision that supports both their professional and personal development. Their role goes beyond simply overseeing hours and tasks—they are active in shaping the student's understanding of counseling practice, ethical issues, and professional identity, all while ensuring the student meets the program's learning goals and standards.

The faculty supervisor is responsible for:

| | |
|---|---|
| 1. Pre-fieldwork preparation | 6. Documenting and reporting |
| 2. Providing ongoing supervision and support via weekly group supervision | 7. Ensuring compliance with program and accreditation standards |
| 3. Assessment, feedback and evaluation | 8. Crisis support and problem-solving |
| 4. Providing professional development and reflection opportunities | 9. Final evaluation and Integration |
| 5. Communication with fieldwork site and site supervisor | |

Site Supervisor Responsibilities:

The **site supervisor** plays a critical role in guiding and overseeing the practical experience of students in a Master's in Counseling program. While the **faculty supervisor** handles academic and theoretical guidance, the **site supervisor** is responsible for the on-the-ground, day-to-day supervision and mentorship of the student.

The site supervisor is responsible for:

| | |
|--|--|
| 1. Providing clinical supervision and guidance | 6. Ensuring safe and effective client care |
| 2. Monitoring and evaluating progress | 7. Supporting professional boundaries and self-care |
| 3. Providing case management and support | 8. Collaboration with faculty supervisor |
| 4. Ensuring adherence to ethical and legal standards | 9. Ensuring competency in multi culturally sensitive practices |
| 5. Providing weekly supervision sessions (1 hour) | 10. Evaluation and feedback |

Fieldwork Student's Responsibilities:

During fieldwork in a Master's in Counseling program, students have a range of **responsibilities** to ensure they develop the necessary skills, knowledge, and professional behaviors to become effective counselors. These responsibilities can be grouped into areas such as **counseling practice**, **professional behavior**, and **learning and reflection**.

1. Counseling practice

| | |
|------------------------------------|---------------------------------------|
| a. Provide client-centered work | d. Engage in and document supervision |
| b. Build therapeutic relationships | e. Act on feedback |
| c. Document casework | f. Utilize counseling skills |

2. Professional and ethical behavior

| | |
|--|--------------------------------------|
| a. Maintain confidentiality (except in instances when safety is compromised) | c. Engage in ethical decision making |
| b. Maintain professional boundaries | d. Adhere to legal standards |

3. Learning and reflection

| | |
|---|---|
| a. Demonstrate self-awareness, self-management, social awareness, relationship skills and decision-making skills | g. Meet program requirements |
| b. Seek professional development | h. Complete assignments in a timely manner |
| c. Engage in self-care | i. Complete assigned task at site in a professional and timely manner |
| d. Respect diversity | j. Communicate clearly |
| e. Approach work/learning with cultural humility | k. Collaborate with site staff |
| f. Adapt counseling techniques to be respectful and responsive to cultural values, beliefs and preferences of each client | |

Emergency procedures:

In the event of an emergency, please follow your organization's protocol, as well as notify the Faculty Internship Supervisor and the School Counseling Program Coordinator.

Format and frequency of consultation between the counselor education program and the site to monitor student learning:

1. Faculty supervisors will introduce themselves to site supervisors via email correspondence
2. Faculty supervisor provides contact information
3. Faculty supervisor will schedule an in person or virtual site visit once per semester minimally.
4. Faculty supervisor will encourage site supervisor to contact them with all questions and concerns.
5. Faculty supervisors will respond to site supervisor's concerns in a timely manner.

Fieldwork hours required:

| INTERNSHIP REQUIREMENTS PER ACADEMIC SEMESTER | |
|--|--|
| Direct hours (with students) | 120 hours (minimum); need 240 total |
| Indirect hours (supporting adults, systems, etc.)* | 230 hours (minimum); need 460 total |
| TOTAL HOURS | 350 hours (minimum); need 700 total |

*Weekly group supervision provided by faculty supervisor counts toward indirect hours.

Internship Checklist

- Student has been approved by program faculty to begin Internship
- Student has obtained liability insurance.
- Student has passed district background check process.

Site Supervisor Checklist

- Site Supervisor has a master's degree in school counseling.
- Site Supervisor has an active CT school counseling credential (068).
- Site Supervisor has a minimum of 2 years post-master's professional experience as a school counselor.
- Site Supervisor has taken part in CCSU site supervisor training (or will do so in next 30 days).
- Site Supervisor has reviewed the Field Work section of the CCSU School Counseling Program Handbook and has knowledge of the program's expectations, requirements, and evaluation procedures for students.



Acknowledgement:

By accepting to work with and supervise the school counseling graduate student while they conduct their internship fieldwork training, the school acknowledges the assigned site supervisor meets the required professional qualification to supervise the student as well as agrees to consistently provide the student the necessary supervision as described within this document. Furthermore, the school agrees to abide by and uphold all federal and state laws and regulations, including the ethical standards established for the training of school counselors, which includes but is not limited to all forms of service delivery.

Student: _____ Date: _____

Site Supervisor: _____ Date: _____