

INTERNSHIP AGREEMENT

IMPORTANT NOTE: Completed & signed copies of this AGREEMENT need to be submitted to the Site Supervisor and the Director of FRC *prior to commencing* this internship. Signatures of *all parties* are needed.

The Graduate (M.A.) Counselling Psychology Department of Trinity Western University (hereinafter **TWU**) is hereby entering into an AGREEMENT with:

Agency & Department Name(s)

Agency Internship Site Address

Contact Person/and or Supervisor Name & Information: – Phone / E-Mail

(herein after **SITE**)

to provide a counselling internship experience placement for:

Internship Student

(herein after **STUDENT**)

effective this _____ day of _____, 20 _____

intended to end on the _____ day of _____, 20 _____

DESCRIPTION OF INTERNSHIP DUTIES

1. At least 40% of the Student's time spent at the Internship Site will involve direct contact with clients.
2. The Student will spend _____ **hours per week** at the Internship Site, on the following days:
_____;
3. The Student will participate in at least **1 hour per week of face-to-face, individual supervision** with the Site Supervisor indicated on this form;
4. The Student will meet weekly for **1½ hours of group supervision** (this requirement, along with item 4, may increase if the Student is participating in an intensified Internship);
5. The Student will meet with the Faculty Supervisor/Coordinator as required by the Graduate Program;
6. Expected counselling modalities for the Internship include the following:
 Individual Adult Adolescent
 Couples/Family Child
 Group/Workshop
7. The Student will complete file documentation in a neat and timely fashion, and ensure that files are brought to supervision sessions with the Site Supervisor.

*Definitions provided on the following pages

Site Supervisor*: _____ **Date:** _____

Site Administrator*: _____ **Date:** _____

(if applicable)

Internship Student*: _____ **Date:** _____

FRC Director*: _____ **Date:** _____

DEFINITION OF TERMS

Internship Student	Graduate Counselling Psychology Intern (2nd year +).
Site Supervisor	On-site direct supervisor at agency.
Site Administrator	The individual responsible for program operation and clinical training.
Supervision	Evaluation & training, including 1 hour of individual face-to-face feedback and 1½ hours of group supervision weekly.
Direct Contact	Face-to-face, personal communication with clients (including psychotherapy, counselling, telephone conversations, groups and workshops).
Indirect Contact	All other forms of clinically relevant activities in which the Student participates while at the Internship Site (including directed readings, supervision, viewing psychotherapy videos or listening to audiotapes of relevant client sessions, Web research on particular cases or disorders, consultation with other professionals, file notation and record keeping).
Internship Site	May include Community Agencies, Government or Para-government organizations, Private Counselling Centers Hospitals, Schools or Churches.
Evaluations	These include evaluations of the Internship Site and the Site Supervisor by the Student, and evaluations of the Student by his/her Site Supervisor.

TWU AGREES TO:

1. Assign a Faculty Supervisor/Coordinator to facilitate communication between the institution (TWU) and the Internship site;
2. Provide the Internship site with a Certificate of Insurance, if required by the site, to confirm the Institution's liability coverage for the Student;
3. Ensure that a Faculty Supervisor/Coordinator is available for consultation with both the Site Supervisor and the Student;
4. Notify both the Site Supervisor and the Student immediately if any problem or change arises regarding the Student or Internship Site;
5. Ensure that the Faculty Supervisor/Coordinator is responsible for assignment of field work grades (P / F / Inc), in consultation with the Site Supervisor.

SITE AGREES TO:

1. Assign a Site Supervisor with appropriate credentials, experience, time and interest for training a Student (see Professional Background Form);
2. Provide opportunities for the Student to engage in a variety of Counselling activities under supervision;
3. Evaluate the Student's performance at the end of each semester (see *Intern Performance Evaluation Form*);
4. Provide the Student with adequate workspace, telephone access and office supplies to conduct professional activities;
5. Provide supervision and feedback to the Student through audiovisual tapes, observation and case consultation for the purpose of evaluating the Student's level of performance relative to her/his peers.
6. Consult with clinical team regarding ethical, legal, professional

STUDENT AGREES TO:

Maintain appropriate clinical records of counselling sessions to ensure quality control of services offered to clients;

1. Follow the clinical direction and supervision instruction from both the Faculty Supervisor/Coordinator and the Site Supervisor;
2. Sustain cooperative, positive relationships with Supervisors, Clients and fellow Students, for the duration of the Internship placement.