



COLLEGE OF EDUCATION
Department of Educational Leadership,
Counseling, and Special Education
2500 Walton Way
Augusta, GA 30904-2200

Counselor Education Training Program

INTERNSHIP CONTRACT

For use with Columbia County Schools

This agreement is made on _____ (date) by and between
_____ (field site) and the **Augusta State University**
Counselor Education Program. The agreement will be effective for a period from
_____ to _____ (dates) for _____ hours per week for Counseling
Candidate: _____.

Purpose:

The purpose of this agreement is to provide a qualified counseling candidate with an Internship experience in the field of counseling.

The Augusta State University Counseling Program agrees to:

1. assign a University Counselor Education Faculty Member to facilitate communication between the University and the site;
2. provide the site, prior to placement of the counseling candidate, the following information:
 - a. a profile of the counseling candidate named above and
 - b. an academic calendar which shall include dates for periods during which the counseling candidate will be excused from field supervision;
3. notify the counseling candidate that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the site.
4. assure that a Counselor Education Faculty Member shall be available for consultation with both site supervisors and counseling candidates and requests that this person be immediately contacted should any problem or change in relation to the counseling candidate, site, or University occur; and
5. coordinate the assignment of a fieldwork grade by the Site Supervisor and the University Supervisor.

The Internship Site agrees to:

1. assign an **Internship Supervisor** who has appropriate credentials, time, and interest for training the internship counseling candidate;
2. provide opportunities for the counseling candidate to engage in a variety of counseling activities consistent with the CACREP standards for supervision and for evaluating the candidate's performance (suggested counseling experiences are included in the Internship Activities Section below);
3. ensure that the counseling candidate has the opportunity to accumulate the required number of client contact hours;
4. provide the counseling candidate with an orientation to the site and adequate work space, telephone, office supplies, and staff to conduct professional counseling activities (consistent with those provided for the Site Supervisor).
5. meet for individual supervision with the internship counseling candidate a minimum of one hour each week the candidate earns hours at the site, and be available for on-site emergency situations;
6. Ensure that the counseling candidate can audiotape at least one counseling session each week for review by the site supervisor or course instructor for supervision purposes only (appropriate permission forms will be made available). No reference will be made to the student's name or identifying characteristics on the tape. Tapes will be erased by the intern after each use;
7. be present during individual counseling sessions between the counseling candidate intern and students they are counseling;
8. provide written evaluation of the counseling candidate, based on criteria established by the Augusta State University Program (please see enclosed Supervisor's Evaluation Form).

Within the specified time frame, _____, will be the primary **Internship Site Supervisor**. The training activities (listed below) will be provided for the counseling candidate in sufficient amounts to allow an adequate evaluation of the candidate's level of competence in each activity that is consistent with CACREP standards.

_____ will be the **Augusta State University faculty liaison** with whom the Internship Counseling Candidate and Internship Site Supervisor will communicate regarding progress, problems, and performance evaluations.

INTERNSHIP ACTIVITIES

1. Individual Counseling

2. Group Counseling:

Co-leading
Leading
Group Type: _____

3. Initial Counseling Interview

4. Testing:

Administration
Analysis
Interpretation

5. Report Writing:

Record Keeping
Counseling Plans
Counseling Summaries

6. Consultation:

Referrals
Professional Team Collaboration
Parent Conferences

7. Counseling/Educational Activities:

Outreach
Orientation
Contact w/Community Resources
In-service

8. Career Counseling

9. Individual Supervision

10. Group or Peer Supervision

11. Conferences/Staff Meetings

12. Other (Please list)

Building Principal (School): _____

Date: _____

Practicum Site Supervisor: _____

Date: _____

Counseling Candidate: _____

Date: _____

University Faculty Member: _____

Date: _____

Please mail back to: Augusta State University, College of Education, Counselor Education Program, Augusta, GA 30904-2200.

In addition, all internship and internship sites must complete a memorandum of understanding with the university, in accordance with current Board of Regents policies.