



Clinical Rehabilitation Counseling Internship Agreement Form



Directions: This agreement is to verify for the University, the Internship Site, and the Counselor Trainee the expectations of the internship experience and to document that all parties have agreed to take part in this experience. The Internship Site, the University and the Counselor Trainee should receive a copy of the completed form for their records. This agreement **MUST** be completed and signed by all appropriate parties, and submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator **by May 1st if starting Fall and December 1st if changing sites for Internship II.**

This agreement between the Counselor Education and Supervision (CES) Program at Kent State University and

_____ of _____ is for the purpose of
identifying responsibilities (Site Name) (City and State)

responsibilities assumed in the provision of appropriate supervision for Clinical Rehabilitation Counseling Student

(Counselor Trainee Name)

while he/she is enrolled in the Clinical Rehabilitation Counseling Internship course for _____
(Semester and Year of Internship Experience)

General Policies

- 1) The central purpose of this agreement is the formal education of students in preparation for practice as a certified rehabilitation counselor.
- 2) This agreement shall remain in effect for the duration of the student’s internship experience at the site specified above. Termination of this agreement prior to the successful completion of internship requires the consultation of the assigned site internship supervisor, site representative, Internship Instructor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator at the University, the student’s faculty advisor, and the student.
- 3) The internship experience is typically a voluntary arrangement with no financial remuneration required by the University or site for services provided in the course of fulfilling internship duties; however, some sites may offer stipends to Counselor Trainees.
- 4) Once all necessary paperwork and completed forms have been submitted to the Master’s Practicum and Internship Coordinator by the deadline specified in this Manual, and the Clinical Rehabilitation Counseling Practicum and Internship Coordinator has determined that the proposed internship site and expected experiences are appropriate for fulfilling both CES Clinical Rehabilitation Counseling program and state licensure eligibility requirements, the student will be cleared to enroll in CES 69792 Internship: Clinical Rehabilitation Counseling for the semester he/she is beginning the internship experience.
- 5) Internship hours shall be in accordance with agency/site work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-to-face service to clients, other agency/site personnel regarding clients.
- 6) The internship experience must be representative of the role and function of a professional rehabilitation counselor. That is, during the internship experience, Counselor Trainees must utilize the current CACREP academic standards. It is critical that students receive a wide variety of experiences during their internship – students from the Kent State University, Clinical Rehabilitation Counseling master’s degree program have completed all CACREP core curriculum standards prior to the start of internship.
- 7) Students cannot begin accruing clock hours towards internship requirements until all agreement forms have been signed by all parties (i.e., CES faculty advisor, site supervisor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and Counselor Trainee). The forms need to be submitted in a timely fashion (according to deadlines specified in this Practicum and Internship Manual) to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the internship setting and experience is determined to be appropriate by the Clinical Rehabilitation Counseling Practicum and Internship Coordinator. Internship hours shall be in accordance with internship site work hours.
- 8) Students who are engaged in rehabilitation counseling internship-related activities and are enrolled in a rehabilitation counseling internship course and are required to attend weekly internship class sessions.

9) It is important to note that Clinical Rehabilitation Counseling Counselor Trainees may have completed their practicum experience at the same site as they wish to complete their internship. However, the Counselor Trainee, the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the site supervisor must agree to do this. Any of these three parties may nullify this agreement.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the Clinical Rehabilitation Counseling Internship, including approval of the internship site and experience, maintaining on-going and direct communication with agency/site representatives, ensuring that Counselor Trainees are academically ready to begin the internship experience, and grading.
- 2) Provide information regarding the CES Clinical Rehabilitation Counseling program and curriculum in order that the site may properly plan and execute assignments and supervision. Specifically included are student data, university calendar, student handbook, and this Practicum and Internship Manual.
- 3) Designate one CES faculty member to serve as the Internship Instructor for the student and to communicate directly with the site supervisor. The Instructor will lead and facilitate weekly rehabilitation internship class sessions (2.5 hours weekly) to which all Counselor Trainees are required to attend, and are available for consultation with the site supervisor and students throughout the duration of internship. The role of the Internship Instructor and the Clinical Rehabilitation Counseling Practicum and Internship Coordinator will be that of a consultant; the designated site supervisor will assume legal responsibility for all clients seen by the Counselor Trainee.

Responsibilities of the Agency/Site

The Agency/Site agrees to:

- 1) Designate one staff person as site supervisor with appropriate graduate degree and a rehabilitation counseling certificate. This person must be an employee (part-time, full-time, or contracted with the site) of the site where the internship will be conducted. In addition, the site supervisor must be a professional practicing as a certified rehabilitation counselor for at least two years. The designated site supervisor will assume legal responsibility for the welfare of all clients seen by the Counselor Trainee.
- 2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Internship Instructor and Clinical Rehabilitation Counseling Practicum and Internship Coordinator.
- 3) Ensure that internship hours shall be in accordance with site work hours and shall total a minimum of 20 clock hours per week for a minimum total of 600 clock hours. Of the 600 clock hours needed, 240 must be in direct and face-to-face service to clients, other site personnel.
- 4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-to-face counseling to clients.
- 5) Students are not to engage in off-site services (e.g., home-based counseling, transportation of clients, etc.).
- 6) Provide the minimum face-to-face supervisory requirements of one (1) hour per week to the Counselor Trainee.
- 7) Complete the student evaluation materials in a timely fashion.
- 8) Inform the University of Agency/Site policies and procedures that are relevant to the experience of students.
- 9) Maintain close communication with the University in relation to internship activities through available means such as field supervisor meetings, correspondence with the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, on-site visits by the Internship Instructor, and telephone contacts.
- 10) Provide appropriate working conditions and physical arrangements for the internship, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:
 - settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and taping);
 - settings for small-group work with assured privacy and sufficient space for appropriate equipment;
 - necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
 - settings with observational and/or other interactive supervision capabilities; and
 - Procedures that ensure that the client's confidentiality and legal rights are protected.

- 11) Monitor student performance and report to the University Internship Instructor and/or Clinical Rehabilitation Counseling Practicum and Internship Coordinator if difficulties in performance, ethics or other internship related activities arise.
- 12) Allow the student intern to attend weekly internship class.

Responsibilities of the Student / Counselor Trainee

- 1) The Counselor Trainee will be enrolled in Internship and will attend all classes/seminars for Clinical Rehabilitation Counseling Internship for the entire length of the internship experience.
- 2) The Counselor Trainee will complete a weekly Clinical Rehabilitation Counseling Internship Log and will submit the originals on a weekly basis to the Internship Instructor, and copies to the site supervisor.
- 4) The Counselor Trainee will complete duties assigned and at hours scheduled at the internship site, according to the agreement established between the student and agency/site representative. This includes reporting directly to site supervisor regarding client issues during regularly scheduled supervision sessions and as needed (e.g., in response to client crisis/emergency issues).
- 5) Counselor Trainees will be expected to conduct themselves in a professional manner throughout the entirety of the internship experience. This means up-holding and abiding by the most current revision of the American Counseling Association's Code of Ethics and Standards of Practice and ethical codes provided by the Commission on Rehabilitation Counselor Certification.
- 6) Counselor Trainees are responsible for seeing that all paperwork related to the internship is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Internship class) and on file.
- 7) The student will ensure that the internship site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Practicum and Internship Manual.
- 8) The student will ensure that the Internship Site and Clinical Rehabilitation Counseling Practicum and Internship Coordinator receive copies of the completed Clinical Rehabilitation Counseling Internship Agreement form and the Assignment of Supervisor and Qualifications of Supervisor Form by indicated deadlines. The student will also be certain that the Mid-semester and Final Skill and Professional Behavior Evaluations, Assessment of the Clinical Experience, and the Internship Completion Form are properly completed and placed in the student's internship file.
- 9) The student must purchase professional liability insurance and have proof of current coverage throughout the internship experience.

The signatures below indicate each person understands the Internship requirements for the Clinical Rehabilitation Counseling Master's degree Program at Kent State University. The signatures also represent each person's agreement to upholding his or her respective responsibilities outlined in this Clinical Rehabilitation Counseling Internship Agreement Form.

The signatures below indicate that each person understands the Internship requirements for the Clinical Rehabilitation Counseling Master's degree Program at Kent State University. The signatures also represent each person's agreement to uphold his or her respective responsibilities outlined in this Clinical Rehabilitation Counseling Internship Agreement Form.

The Clinical Rehabilitation Counseling Internship will begin (month/year) ____/____ and conclude (month/year) ____/____ for a total of _____ weeks.

Agency/site Representative:

Name (Printed): _____ Signed: _____ Date: ____/____/____

Title: _____ Agency / Site Name & Address: _____

Internship Student: Signed: _____ Date: ____/____/____

CRC Practicum & Internship Coordinator: Signed: _____ Date: ____/____/____