



University of Colorado
Denver

INTERNSHIP AGREEMENT

This Agreement, by and between:

The Counseling Program
School of Education and Human Development
University of Colorado Denver
P.O. Box 173364, Campus Box 106
Denver, CO 80217-3364

- **AND**

Agency or School: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

- **AND**

Student Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ (Home) _____ (Work)

For the purpose of providing an internship in counseling for the above-named student for:

CPCE 5930: Internship

Begin Term: _____ End Term: _____

Credit Hours: _____ Internship Hours: _____

University Supervisor: _____ Phone #: _____

The student will be working primarily with the following type(s) of clients:

It is mutually agreed:

A. That the above-named agency or school will provide the following services and supervision (master's degree or above):

1. An orientation to the agency or school and definition of specific student duties.

2. Supervision to be performed by:

Name: _____

Email Address: _____

Degree(s) held: _____

Major field of study: _____

Licenses held: _____

Other Credentials: _____

Relevant work experience:

Years of experience as a counselor: _____

Years of experience as a supervisor: _____

Have you had any supervision training? ↑Yes ↑No

3. Weekly review of the student's performance via a one-hour individual meeting with the student and review and approval of the student's weekly internship log. Review raw data from at least one of the intern's counseling sessions either through live observation, or video or audio tape. Additional individual and on-site group supervision is strongly encouraged.

4. The supervision of the student will be done in accordance with the guidelines established by the agency or school or all regular personnel, keeping in mind the enclosed guidelines for supervisors as recommended by the ACA (American Counseling Association).

5. The student has access to audio or video equipment for taping sessions. ↑Yes ↑No

6. The student has access to professional resources such as assessments, technology, professional development materials, etc. ↑Yes ↑No

B. That the student will:

Be at the agreed upon location on the following days at the following times:

Be assigned the following specific duties and responsibilities:

2. Attend weekly group supervision (class meetings) at the University of Colorado Denver
3. Keep a log of time spent including weekly summaries, which will be reviewed and signed by the internship on-site supervisor.

C. That the University of Colorado Denver Training Program will:

1. Advise the student as to the requirements (seminars, reports, evaluations) involved in the Internship.
2. Provide supervision meetings to discuss common problems and experiences, as well as to assist student in case study presentation and other areas of concern.
3. Provide additional experiences, including one-way mirror supervision of counseling sessions, videotaping of sessions, group counseling opportunities, professional seminars and referral sources for client as well as personal needs.
4. Maintain periodic contact with the field supervisor and the student to discuss the student's progress, including no less than one on-site visit by the student's university supervisor for the purpose of meeting with the on-site supervisor.
5. Maintain appropriate records for registration and grading.

It is the expectation of all three parties involved that the above conditions be met. Should it become apparent that they are not being met by any of the parties, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

The following signatures verify agreement of the stated conditions:

Student Signature: _____

Date: _____

On-Site Supervisor: _____

Date: _____

University Supervisor: _____

Date: _____

This site is / is not currently on the list of approved Internship sites in the CU Denver Counseling Center office.