

**NIAGARA UNIVERSITY  
CLINICAL MENTAL HEALTH PROGRAM**

**INTERNSHIP II & III CONTRACT – PART I**

This agreement is made on \_\_\_\_\_ by and between \_\_\_\_\_  
(Date) (Field Site)

and the Niagara University Clinical Mental Health Counseling Program. This agreement will be effective for a period from \_\_\_\_\_ to \_\_\_\_\_ for approximately 20-24 \* hours  
(Date) (Date)  
per week for \_\_\_\_\_.

*Internship requires 300 clock hours per semester of which 120 of those must be in direct service. Direct service is defined as: Individual, group, couples or family counseling, co-counseling, clinical intakes, phone crisis counseling, team counseling and observation through a two-way mirror, running psychoeducational groups, etc.*

**Purpose**

The purpose of this agreement is to provide a qualified student with an internship experience in the field of Clinical Mental Health Counseling.

**The University agrees to the following:**

1. Assign a university liaison (Field Placement Coordinator) to facilitate communication between the university and the site.
2. Provide the site supervisor with access to the CMHC Program Handbook and the Practicum & Internship Manual.
3. Notify the student that they must comply with the administrative policies, rules, standards, schedules, and practices of the site.
4. Ensure that the university liaison (Field Placement Coordinator) is available for consultation with both site supervisors and students and must be contacted immediately if any issues or changes arise related to the student, site, or university.
5. Assign a faculty supervisor for the field courses, who will conduct weekly group supervision sessions.
6. Ensure that the faculty supervisor teaching the field course is responsible for assigning the fieldwork grade.
7. Adhere to all guidelines established by CACREP Standards for Clinical Mental Health Counseling Programs.

**The Internship Site agrees to the following:**

1. Assign an internship supervisor who has the appropriate credentials, time, and interest in training the internship student.

*Note: Fieldwork site supervisors must meet below requirements*

- *a minimum of a master's degree (preferably in counseling or a related field),*
- *active certifications and/or licenses in New York State (preferably in counseling or a related field),*
- *at least two years of post-master's professional experience relevant to Clinical Mental Health Counseling,*
- *and relevant training for both in-person and/or distance counseling supervision.*

2. Ensure the supervisor has relevant training in the technology used for supervision and possesses knowledge of the program's expectations, requirements, and evaluation procedures for students.
3. Provide the Field Placement Coordinator with a copy of the supervisor's resume or CV and their license to practice mental health counseling.
4. Complete the CMHC Site Supervisor Orientation Training by visiting below link and sign the Site Supervisor Training Acknowledgment.  
<https://sites.niagara.edu/other/site-supervisors/site-supervisors-training/>
5. Provide interns an average of at least **one hour of field-based supervision**.
6. Provide supervised opportunities for the student to engage in a variety of activities related to the professional practice of clinical mental health counseling, as outlined in the specific standards from the Council for the Accreditation of Counseling & Related Educational Programs (CACREP).  
*Note: In addition to developing individual counseling skills, students must lead or co-lead a counseling or psychoeducational group during internship.*
7. Consult with the assigned faculty supervisor for placement courses on a minimum monthly basis to discuss the student's overall performance, progress, and professionalism. This consultation may include written correspondence, phone communication, and reciprocal on-site visits.
8. Ensure the student has adequate workspace, telephone access, office supplies, expense reimbursement, and support services comparable to those provided to agency clinicians.
9. Provide supervisory contact that involves reviewing student work using secure audio/visual recordings and/or live supervision, in compliance with all applicable institutional, state, federal, and international privacy requirements for all program delivery types.
10. Provide written evaluations of the student based on criteria established by the university program.
11. Not involve students in any form of billing for professional services.
12. Adhere to the professional ethics of the American Counseling Association ([ACA](#)) and the Canadian Counseling and Psychotherapy Association for placements in Canada ([CCPA](#)).
13. Consult with the assigned faculty supervisor for placement courses on at least a monthly basis to discuss the student's overall performance, progress, and professionalism. This may include written correspondence, phone communication, and reciprocal on-site visits.
14. Contact the assigned faculty supervisor if the candidate demonstrates conduct inconsistent with established professional expectations, including issues related to interpersonal relationships, attendance, work completion, timelines, and maintaining a professional calendar.
15. Ensure that candidates are afforded appropriate leave time to attend university-based internship supervision activities on a weekly basis. Candidates residing within a three-hour driving distance are expected to attend sessions in person; those outside commuting range must participate electronically.

**The Field Placement Student agrees to the following:**

1. Be consistently punctual and prepared, adhering to a mutually agreed-upon schedule for attending the field site.
2. Maintain a professional appearance in terms of dress and hygiene.
3. Remain appropriately engaged and focused during all activities, avoiding distractions such as phones.
4. Respond to feedback and constructive criticism with maturity and dignity.

5. Demonstrate appropriate professional communication skills and behaviors.
6. Maintain accurate case notes of all counseling contacts.
7. Attend and actively participate in required weekly group supervision sessions for the placement courses.
8. Attend weekly individual supervision meetings with the site supervisor.
9. Complete and submit time logs in a timely manner.
10. Evaluate their experience with the internship placement at the end of the semester.
11. Keep copies of all paperwork related to the placement experience.

## **INTERNSHIP CONTRACT – PART II**

Within the above specified time frame, \_\_\_\_\_ will be the primary internship site supervisor. The training activities (checked below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. \_\_\_\_\_ Tatjana Cownie \_\_\_\_\_ will be Niagara University's liaison with whom the student and internship site supervisor will communicate regarding progress, problems and performance evaluations.

### **Internship Activities**

This list below is a list of possible clinical activities for the internship student. It is not necessary that field sites have the student counselor complete all or even most of these. Check all areas that seem to apply. Additional areas of responsibility may be added in the future.

- |  |       |
|--|-------|
| <b>1. Individual Counseling /Psychotherapy</b>   | _____ |
| Personal/Social Nature                           | _____ |
| Occupational/Educational Nature                  | _____ |
| <b>2. Group Counseling/ Psychotherapy</b>        | _____ |
| Co leading                                       | _____ |
| Leading  | _____ |
| <b>3. Intake Interviewing</b>                    | _____ |
| <b>4. Couples or family counseling</b>           | _____ |
| Leading  | _____ |
| Co-leading                                       | _____ |
| <b>5. Testing &amp; Assessment</b>               | _____ |
| Administration & Interpretation                  |       |
| <b>6. Report Writing</b>                         | _____ |
| Record Keeping                                   | _____ |
| Treatment Plans                                  | _____ |
| <b>7. Consultation</b>                           | _____ |
| Referrals  | _____ |
| Team Consultation & Case staffings               | _____ |
| <b>8. Community/Psychoeducational Activities</b> |       |

Family conferences \_\_\_\_\_  
Community/campus Outreach \_\_\_\_\_  
In-service presentations \_\_\_\_\_

**9. Career Counseling** \_\_\_\_\_

**10. Other (please specify):**  
\_\_\_\_\_

**Type of supervision student will receive:** Individual \_\_\_\_ Group \_\_\_\_  
(Need formal one hour of supervision per week)

**Will the student be able to audio/video tape counseling sessions?** Yes \_\_\_\_ No \_\_\_\_

As the site supervisor, I also agree to review the supervisor training materials available through the Niagara University Clinical Mental Health Counseling website  
<http://www.niagara.edu/mental-health-counseling>

This contract is accepted by the three parties with the expectation that its conditions will be met. In the event that those expectations are not met, the concerned party agrees to initiate communication to identify and discuss the difficulty, and to explore how barriers can be removed.

***BY OUR SIGNATURES BELOW, WE VERIFY ACCEPTANCE OF THIS CONTRACT:***

\_\_\_\_\_  
Agency Supervisor's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
\*University Representative Signature

**Site Contact Information:**

**Name of Site:**

**Address:**

**Primary Supervisor:**

**Phone:**

**E-mail:**

**License Number:**

**Student Info:**

**Name:**

**Email:**

**Phone:**

**University Contact Information:**

Tatjana Cownie, M.S., LMHC

Field Placement Coordinator

Clinical Mental Health & School Counseling Programs

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