SCHOOL COUNSELING INTERNSHIP AGREEMENT
UNIVERSITY OF CONNECTICUT

Directions: The intern and site supervisor must both review this document, agree that each will make a sincere effort to meet the spirit and intent of their identified responsibilities (making sure to identify any areas in which the specified responsibility cannot be fulfilled) and then sign and date it. The original document should be returned to Dr. Robert Colbert at UConn by the second class meeting with copies for the intern and site supervisor.

Responsibilities of the Cooperating Site School Counselor
1. Provide the student intern with opportunities to engage in the full variety of counseling activities provided at the school site, such as individual and group counseling, developmental guidance lessons, testing & report writing, consultation, career counseling, individual supervision, group or peer supervision, case conferences, intake interviewing, orientation programs, PPT/504 and other administrative meetings, etc.

2. Provide the student with adequate workspace, telephone, computer, office supplies, storage space for confidential materials, and staff to conduct professional activities;

3. Provide the intern with a caseload of students equivalent to approximately 25% of the average caseload of other school counselors in that school but no more than 40-45 students;

4. Provide a minimum of one hour of face-to-face supervisory contact each week, which involves a review of student work using, as appropriate, audio/video tapes, live observation, modeling, and discussion of salient clinical issues;

5. Sign the intern's monthly logs, which summarize the intern’s direct and indirect service hours to students, and supervision hours you’ve provided;

6. Complete an online evaluation of the intern at the end of the semester based on criteria contained in the form entitled “Intern Evaluation”, which can be obtained from the intern;

7. Maintain contact with the university professor (Dr. Robert Colbert at Robert.colbert@uconn.edu) on issues or concerns about the intern or the internship program;

8. Provide a wide variety of school counseling experiences consistent with the course objectives, which can be obtained from the intern.

9. Support the fulfillment of these objectives and accompanying activities.
Responsibilities of the School Counselor Intern

1. Provide your site supervisor with a résumé and an introductory letter for distribution to the
   2. Review this agreement form and present it to your site supervisor for discussion and
      signature and submit it to Dr. Colbert by the second seminar class meeting;

3. Obtain (and verify with Dr. Colbert) professional liability insurance, which is available
   through ASCA or ACA;

4. Obtain appropriate immunizations and tuberculosis testing and provide evidence that you
   have received immunization for Measles, Mumps, Rubella and Hepatitis B. These
   documented immunizations must be on file with the University; in addition, have a criminal
   background check completed.

5. Maintain a weekly and monthly log of internship hours. These must be co-signed by your
   site supervisor monthly and by Dr. Colbert once your supervisor has signed them, and they
   will be used for documenting and verifying your hours;

6. Complete the specified number of hours that UConn requires for a school counseling
   internship. The hours will include direct, indirect and supervisory hours;

7. Develop positive professional relationships with teachers, parents and administrators, and
   function in helpful and caring ways;

8. Engage in the supervisory process by constructing an agenda of issues, problems and
   questions that need to be addressed and that will contribute to your professional growth;

9. Maintain professional conduct during coursework and the internship experience (appropriate
   dress, decorum, respect for confidentiality);

10. Maintain standards of professional performance at all times;

11. Become familiar with the school's policies pertaining to ethical, legal and administrative
    procedures and regulations;

12. Seek supervision whenever there is any doubt or confusion regarding the ethical or legal
    requirements;

13. Attend the scheduled seminar class, i.e., EPSY 5319, at the university; and

14. Understand and demonstrate the skills and competencies set forth in the course objectives
    and accompanying activities.

____________________________   ________________________________________
Intern Date

______________________________  ________________________________________
Supervising School Counselor Date