

## Appendix 2

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Wright State University

College of Education and Human Services, Department of  
Human Services 108 Allyn Hall, 3640 Colonel Glenn  
Highway, Dayton, OH 45435

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#### **Program of Study (please check):**

Clinical Mental Health Counseling CNL 8670 \_\_\_\_\_

Rehabilitation Counseling RHB 8670 \_\_\_\_\_

School Counseling CNL 8670 \_\_\_\_\_

**SEMESTER:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ **YEAR:** \_\_\_\_\_

*\*Please submit two copies.*

Student: \_\_\_\_\_

Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: State: Zip: \_\_\_\_\_

Site Phone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

This Memo of Understanding is entered into between Dr./Mr./Ms./Mrs. \_\_\_\_\_ site supervisor for \_\_\_\_\_, an internship student from Wright State University, Department of Human Services, Counselor Education Program as represented by \_\_\_\_\_. The site supervisor agrees to assume responsibility for assisting the internship student in conducting counseling and appraisal activities related to his/her internship experience. These activities are here defined between the student (Internship student) and the College of Education and Human Services and are agreed to by the site supervisor. The University Supervisor agrees to be available for consultation with the Site Supervisor personally, by phone and/or e-mail and may make on-site visits to monitor student progress.

#### **Student Responsibilities:**

- 1) Behave according to the ACA, CSWMFT, ASCA, NCC, NRCA, ARCA, and CRCC Code of Ethics and meet the standards for quality service as specified by the internship site.
- 2) Be responsible for \_\_\_\_\_ hours at the internship site and maintain the mutually agreed upon time schedule.

- 3) Comply with the rules and regulations of the internship site and support the philosophy and objectives of the Agency and the department in which the experience is being obtained.
- 4) Be responsible for taping two counseling sessions
- 5) Be responsible for submitting daily/weekly log of internship experiences at the end of each week, and final submission of logs and evaluation forms by the Tuesday of finals week by 4 p.m.
- 6) Have written objectives and guidelines for the clinical experiences desired.

**Site Supervisor agrees to:**

1. provide the student (internship student) with the direct client contact (individual counseling and group counseling) hours per semester as indicated above.
2. provide the number of hour(s) of individual supervision per week with the internship student as indicated above.
3. complete the Student Evaluation Form and communicate same to student as a final feedback on the progress of the student.
4. be available for conferences with the internship student and/or University Supervisor as needed.
5. permit 1 clock hour for audio or 1 video (**preferred**) recording and observation per week and periodically review. The university instructor and site supervisor will determine the frequency recordings should be submitted.
6. provide the internship student with adequate physical facilities in which to work.

**Student agrees to:**

1. act in a manner consistent with ACA, OCSWMFTB and NBCC Code of Ethics and Standards of Practice.
2. be responsible for the number of hours at the internship site as indicated above.
3. be responsible for being available to the site supervisor for conferences (e.g., staffings, consultation, etc.) as required by the site.
4. be responsible for 1 clock hour of audio or 1 video (**preferred**) recording per week. The university instructor and site supervisor will determine the frequently recordings should be submitted.
5. be responsible for counseling, appraisal, and group facilitation (direct client contact) for the number of hours per semester as indicated above.
6. comply with the rules and regulations of site (e.g., report writing, in-service training, etc.)
7. maintain professional liability insurance.
8. if student is required by the site to have Counselor Trainee status, please check here \_\_\_\_\_  
(If Counselor Trainee status is required, student must attach a copy of the Counselor Trainee application.)
9. Complete internship hours in a different area than that in which they are employed and supervised by someone other than regular supervisor if internship site is also place of employment. Check here if internship site is also place of employment\_\_\_\_\_.

If the above statement is applicable, provide the following information:

Name of Work Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

**University Supervisor agrees to:**

1. make contact(s) with the internship Site Supervisor during the semester, one of which will include a site visitation (if the site is within a 50 mile radius of the University).
2. provide 1.5 hours minimum per week of group supervision and review the internship student's work on a weekly basis.
3. review a minimum of two tapes (audio or video preferred) with the internship student.
4. be responsible for collecting and verifying the internship student's logs, Site Supervision Evaluation, and Student Site Evaluation and assigning the internship student's grade.
5. be responsible for completing University Supervisory form and returning **all** the above paperwork for filing in student's advising folder no later than 1 week following finals week.
6. In conjunction with site supervisor provide a summary evaluation of the student's performance during the semester.

Site Supervisor's signature and date \_\_\_\_\_

Internship Student's signature and date \_\_\_\_\_

University Supervisor's signature and date \_\_\_\_\_

*Please obtain the **Site Supervisor's signature and date**, and then **sign and date** above before submitting to the Graduate Assistant for Practicum and Internship.*