



*DEPARTMENT OF COUNSELOR EDUCATION*

**Internship Site Approval Packet**

Dear Applicant,

Thank you for deciding to join or continue your partnership with Stetson University. We greatly appreciate your willingness to help with the development of our students. Below is information regarding this application. If at any point questions arise, please do not hesitate to contact us. Once again, thank you for your interest. We highly value our practicum/internship community partners.

**Important Deadlines**

- For Fall approval/renewal – Site Approval Packet is due by April 1
- For Spring approval/renewal – Site Approval Packet is due by September 1
- For Summer approval/renewal – Site Approval Packet is due by January 15

**Documents included in this application:**

- Internship Site Agreement Form
- Internship Site Description Form

**Instructions:**

1. Please read and sign the Internship Site Agreement Form
2. Please read and complete the Internship Site Description Form
3. Please attach a copy of the On-Site Supervisor's current Florida license and resume
4. **Email** completed packet with signature and all documents to the clinical coordinator as noted below

Jacqueline Williams, Ph.D., LMFT  
Visiting Professor and Clinical Coordinator  
Stetson University, Counselor Education  
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Flagler Hall, Room 102B  
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**Internship Site Application**

WHEREAS, Agency name is \_\_\_\_\_ and is located at \_\_\_\_\_ and provides counseling and related services;

WHEREAS, Agency has the appropriate facilities and personnel for Program's students and has agreed to make such facilities and personnel available to Counselor Education Department for educational purposes ("internship").

**I. Responsibilities of the Agency:**

1. Agency must have an approved On-Site Supervisor(s) that must provide one (1) hour of individual supervision per week to each individual student assigned to the site. Individual supervision consists of no more than two students. On-Site Supervisors may choose to meet with the intern more often.
2. The On-Site Supervisor must be (1) a Florida licensed mental health counselor, (2) licensed clinical social worker, (3) licensed marriage and family therapist, or (4) psychologist for a minimum of two years.
3. The Agency must be able to support the student's clock hour requirements established by CACREP. **Practicum** students admitted to Mental Health or Marriage and Family tracks must complete a total of *200 clock hours in one semester* (minimum 40 direct hours of individual client contact; 160 hours indirect). **Internship** students admitted to the Mental Health track and Marriage and Family therapy program must complete *800 hours*. Students must complete a minimum of 240 direct individual client contact hours with a minimum of 180 direct Marriage and Family contact hours for students who are applying for Marriage and Family licensure. The remaining hours for internship are for indirect hours.
4. Agency must provide clinical opportunities including one or more of the following: assessments, individual counseling, couples counseling, family counseling, and group counseling.
5. Agency must provide non-client contact hour opportunities including one or more of the following: on-site staff meetings, individual supervision, paperwork (treatment planning, progress notes, etc.), research, in-service trainings, and etc.
6. Interns are to be provided the opportunity to conduct assessments, individual counseling, group counseling, and/or family counseling in order to demonstrate counseling skills and receive feedback regarding their performance.
7. A licensed individual must be present/available while interns are working directly with clients.



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8. Interns are afforded the opportunity for audio or video recording of at least one session during each semester in order to receive feedback on skills. If audio/video recording is not available, the on-site supervisor agrees to sit in on at least two direct-contact sessions conducted by the intern, with the purpose of observing and completing the Counselor Education Department supplied CCS-R (an evaluative tool).
9. Notify University, in writing, of any student whose work or conduct with clients or personnel is not, in the opinion of Agency, in accordance with acceptable procedures or standards of performance or otherwise could disrupt client services or Agency's operation. Agency may immediately remove from the premises any student who poses and immediate threat or danger to personnel or the quality of services or for unprofessional behavior. In such event, said student's participation in the internship at Agency shall immediately cease, subject to being resumed only with the mutual agreement of Agency and University. The on-site supervisor must address any concerns regarding any aspects of an intern's work quality or productivity with the Internship instructor before any decisions are made to release a student from their intern responsibilities.
10. Agency has ultimate responsibility for provision and quality of services at the Agency; further, Agency has the responsibilities over its operations.

## **II. Responsibilities of the On-Site Supervisor**

1. On-site supervisors need to participate in the Site Supervisor Orientation held once during the Fall and Spring semesters at Stetson University. Currently, rotation occurs between the Celebration and Deland campuses with an upcoming online training version. Supervisors will be notified of upcoming orientations through the email provided in the email application. On-site Supervisors must participate in at least ONE Orientation every 2 years to maintain current status as an Approved Clinical Site.
2. On-site Supervisors are to arrange for interns to take part in staff meetings, case staffing, and in-service training.
3. On-site Supervisors are requested to complete a midterm and a final evaluation of the intern's performance midterm available on Time 2 Track. These evaluations will also be emailed to the on-site Supervisor each semester as well.
4. On-site supervisors will be required to approve intern hours through Time2Track (free for supervisors) weekly and physically sign off on the practicum/internship student's hour log at the end of each semester.
5. On-site Supervisors may suggest appropriate readings relative to that particular site for the intern. The readings may be a book, articles, manuals or related material that



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- the On-Site Supervisor believes to be most beneficial to aid the intern in better understanding the site and/or clients served.
6. The on-site Supervisor agrees to contact the Stetson instructor concerning the student counselor's performance.
  7. The on-site Supervisor agrees to contact the Stetson instructor at any time during the field placement when the student's knowledge, attitudes or skills are not acceptable for the missions of the placement site.

### **III. Responsibilities of the Counselor Education Department:**

1. The Counselor Education Department will confer with the Agency before the placement of any student in order to establish or to review the purpose, provision and responsibilities involved in the Internship.
2. The Counselor Education Department will identify an individual, typically the Internship professor, who will serve as a liaison between the Counselor Education Department and the Agency as needed concerning the requirements and objectives of the Internship. The Internship professor will meet with the on-site Supervisor in person at least one time during the semester to discuss the student's progress and the Internship site.
3. Upon receipt of Agency's written notice of a student whose work or conduct with clients, patients or personnel is not in accordance with acceptable procedures or standards of performance or otherwise could disrupt client service or Agency's operations, evaluate such student's conduct and remove the student from Agency except as the parties otherwise agree in writing.
4. Inform the student intern that he or she is expected to consistently follow the policies, professional activities, procedure, and legal responsibilities of the Agency and the Counselor Education Department.
5. The Counselor Education Department will provide information regarding professional development opportunities.
6. The Counselor Education Department has full responsibility for the academic content of the education activity and the credit granted for its satisfactory completion.

### **IV. Term of Agreement; Termination**

1. This Agreement shall last for two years from the last date of execution below. The parties may renew this Agreement at the end of the initial term (or any renewal term) for an additional two-year term by signing a letter of renewal.
2. Either party may terminate this Agreement at any time during its term by providing a sixty (60) day notice. If notice of termination is given, this Agreement shall terminate at the end of the sixty (60) day notice; EXCEPT THAT the Internship shall continue as



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necessary on a limited basis for the purpose of permitting students actually participating in an Internship at the time of notice of termination to finish the Internship at Agency.

**APPLICATION AGREEMENT STATEMENT:**

As a representative of this Agency, we understand the expectations of the Counselor Education Department at Stetson University. These expectations have been developed following CACREP requirements and it is understood that the following requirements are required for continued CACREP accreditation of the University's Counselor Education Department, as well as continued site approval.

Agency/Facility Name \_\_\_\_\_

Name of Authorized Agency Representative \_\_\_\_\_

Title of Agency Representative \_\_\_\_\_

Date of Application \_\_\_\_\_

Signature \_\_\_\_\_

Contact Information for Agency:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



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Please list the on-site Supervisor(s) your agency is intending to use for supervisor of student interns. Please attach a copy of each listed Supervisor's current license and resume to this agreement.

Names of On-Site Supervisor (s)

Supervisor's Name	License Type	License Number	Phone Number	Email