

**Internship Agreement
School Counseling
Department of Counseling and Higher Education
Eastern Illinois University**



The following are the agreement conditions for the Board of Trustees of Eastern Illinois University (EIU) and the EIU Department of Counseling and Higher Education (CHE) program for the benefit of _____ (Supervisee) for Internship experience at _____ (Site)

(Site Street Address, City, State, Zip)

(Telephone)

(Site Supervisor's Email Address)

This contract is valid only during the period beginning _____ and ending _____

Introduction

This Internship is intended to be an intensive 300 hour field experience conducted in a setting as similar as possible in which the supervisees subsequently intends to seek employment. The nature of this experience should be very much like that of a regular counseling position, but with closer supervision than is usually the case with an employed counselor. Internship should occur at the end of the training program, and the supervisees are expected to put into practice the knowledge and skills previously acquired in their program. The level of training at the point of entry into Internship will insure that the arrangement will be mutually beneficial to the site and to the supervisees.

Site Supervisor

Training and Experience

Site Supervisor will:

- » a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses and two years of post-degree experience;
- » read and understand the Ethical Guidelines for Counseling Supervisors adopted by the American Counseling Association (ACA), Association for Counselor Education and Supervision (ACES), and the American School Counselor Association (ASCA). Signing of the agreement signifies the guidelines have been read and understood.

Responsibilities

Site Supervisor will:

- » act as a **liaison** to the Department of Counseling and Higher Education. All contact regarding the Supervisee will be addressed to the EIU Faculty Supervisor unless otherwise noted;
- » arrange for a Supervisee **orientation** program and training for the purpose of familiarizing the Supervisee with the site's philosophy, policies and procedures. This includes case record management, confidentiality policy, adequate disclosure and crisis management procedures;
- » provide the Supervisee access to opportunities for **educational experiences** including:
 - » group and individual counseling
 - » consultation with teachers, staff, agencies, parents/legal guardians
 - » assistance with appropriate interpretation of testing materials
 - » access to case management meetings
 - » assistance with guidance program development and implementation;
- » provide feedback to Supervisees regarding legal and ethical guidelines governing each student;
- » provide timely feedback to EIU Faculty Supervisor regarding concerns with Supervisee's performance.

Rights

Site Supervisor has the right to:

- » be made aware of the Internship requirements;

- » expect the Supervisee's regular and punctual attendance for counseling services, supervision and other site-related activities;» evaluate the Supervisee's performance, based on the stated criteria in the Internship syllabus and the School Counseling Practicum/Supervised School Experience (Internship) Manual;
- » expect Supervisees to follow directives when they are given;
- » determine the assignment or reassignment of cases, based on the interface of the Supervisee's skill level, professional development and the presenting issue;
- » consult with the EIU Faculty Supervisor on issues relevant to the Supervisee.

Requirements

Site Supervisor is required to:

- » ensure that the Supervisee completes 300 hours with **120 of those hours being direct service** work with students. At least ten of the direct hours must include group counseling.

Note: Supervisees are neither to replace faculty/staff nor to render services except as identified for educational value.
(Paid Supervisees may be required to perform no more than 10% of duties unrelated to their Internship requirements);

- » meet regularly for **one hour per week of individual, face-to-face supervision with the Supervisee;**
- » review at least **six video, audio or live observations** of the Supervisee providing counseling services. Supervision should also include review of Supervisee's written documentation.
- » collaborate with Supervisees to develop **goals** for working at the site;
- » arrange for professional **working space** for the Supervisee's use (office, desk, phone, etc.);
- » make provisions for the Supervisee to **attend site's area and regional meetings, conference, workshops, etc.,** which the Site Supervisor normally attends;
- » **be available for consultation** during hours the Supervisee is providing services to students (may be by phone or in person).

Paperwork

Site supervisor should expect to:

- » complete both a Manual Agreement and a Internship Demographic Information form - ONLINE;
- » complete a midterm and final evaluation of the Supervisee's performance and return the EIU Faculty Supervisor;
- » complete an Internship Supervisory Survey and return to the Chair of CHE;
- » contact CHE Office Manager to request a tuition waiver (email: che@eiu.edu); **MUST BE DONE AT END OF EACH SEMESTER**
Address: Department of Counseling and Higher Education, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920.

EIU Faculty Supervisor

Rights

The EIU Faculty Supervisor has the right to:

- » determine the expectations and requirements of the Internship class;
- » have final determination about the readiness of a Supervisee to begin Internship;
- » expect the Supervisee's regular and punctual attendance in class;
- » evaluate the Supervisee's performance based on the stated criteria in the syllabus and the School Counseling Practicum/Supervised School Experience (Internship) Manual;
- » expect the Supervisee to follow directives when they are given by the EIU Faculty Supervisor and/or the Site Supervisor;
- » review and discuss all the Supervisee's caseloads;
- » discuss the Supervisee's personal and professional growth as a counselor with the Supervisee, the Site Supervisor and other counseling faculty;
- » identify areas for remediation if the Supervisee's skills, abilities, and/or performance are not satisfactory.

Responsibilities

The EIU Faculty Supervisor has the responsibility to:

- » follow the ACA, ACES, and ASCA code of ethics and Illinois law regulating counselor practice;
- » clearly state expectations, requirements and grading criteria;
- » meet an average of one and one half hours per week of group supervision;
- » inform the Supervisee of the ethical responsibilities and standards of the profession;
- » inform the Supervisee of legal issues related to the profession;
- » coordinate with the Site Supervisor to ensure that the Supervisee is maintaining case records on each student, according to Internship and/or site requirements;
- » schedule discussions, lectures or other training experiences during class time, or when necessary, additional times to meet the developmental and professional training needs of the Supervisee. Ultimately, the Site Supervisor is responsible for issues pertaining to specific students;
- » provide feedback to the Supervisee regarding his/her skill development and professional growth at regular intervals during the semester;
- » inform the Supervisee when progress is not satisfactory and develop a remediation plan for the Supervisee, if appropriate.
- » conduct at least **three** formal consultations with Site Supervisor at beginning, midterm and final each semester. These visits can be in person, by video conferencing (e.g. zoom), or email to inquire about the students' progress.

Supervisee

Rights

The Supervisee has the right to:

- » be informed about the criteria for evaluation in the course and to receive progress evaluations from the EIU Faculty Supervisor;
- » expect supervision and feedback in the management of cases by the Site Supervisor and the EIU Faculty Supervisor according to the Internship syllabus requirements;
- » be informed about the procedure for handling emergencies according to both site and EIU policies;
- » ask questions regarding the counseling process, standards of care, and the most appropriate handling of cases;
- » to have the policies and procedures of the site explained fully.

Responsibilities

The Supervisee has the responsibility to:

- » submit to a criminal background investigation and obtain a passing score on the Illinois Test of Basic Skills prior to Internship (for Alternative Certification students only);
- » locate and secure an approved site for completion of Internship;
- » locate and secure an approved Site Supervisor;
- » have punctual and regular attendance at the site, for the Internship course, and for all meetings with Site Supervisor and EIU Faculty Supervisor;
- » provide students at site with a quality experience;
- » dress and behave in an appropriate and professional manner while on site as determined by the Site Supervisor;
- » make clear disclosure with students at site including status as a Counseling Internship Supervisee;
- » come prepared for class, supervision sessions and counseling sessions;

