

ST. MARY'S UNIVERSITY
DEPARTMENT OF COUNSELING &
HUMAN SERVICES
One Camino Santa Maria
San Antonio, Texas 78228-8527

**DOCTORAL PROGRAM OFF-CAMPUS
COUNSELING
INTERNSHIP AGREEMENT**

INSTRUCTIONS: After completing this form return to the
Department of Counseling & Human Services.

STUDENT: LNAME, FNAME MI

PHONE: (H)

(W)

This agreement was executed on _____, 20____ between St. Mary's University, hereinafter known as the "School," for students enrolled in the program specializing in Counselor Education/Marriage and Family Therapy Doctoral Program in the Department of Counseling and Human Services, and _____ hereinafter known as "Facility."

Whereas, the purpose of the Mental Health Counseling program in the School is to develop qualified professionals in the field of Mental Health Counseling to serve the needs of the profession and the community and

Whereas, it is of mutual interest and advantage of the School and the Facility, that the doctoral interns be given the opportunity to utilize the Facility for educational purposes,

The School and Facility agree as follows:

- (1) Interns participating in the Doctoral Counseling Internship will have completed all course work required for licensing.
- (2) The doctoral intern must be supervised by a doctoral level supervisor trained in counseling, psychology, social work, and/or psychiatry.
- (3) The doctoral intern must receive a minimum of one hour per week of scheduled supervision by a doctoral level supervisor. This is in addition to the unscheduled, informal supervision which takes place on an ongoing basis. This supervision may consist of individual supervision, case and staffings, and/or group supervision.
- (4) Interns will be in the Facility during the period agreed upon by the student, the Facility and the School. This period of time will normally constitute a full year (12 months) of work (25 hours per week). The student will be under the supervision of a faculty member of the School as well as an on-site supervisor.
- (5) All Interns will provide their own mandatory liability insurance covering the duration of their internship.
- (6) Interns are subject to the rules and regulations established by the Facility.
- (7) Interns will be responsible for their own transportation, meals, lodging, and health care needs in the performance of this agreement.
- (8) Doctoral Interns will be remunerated by the Facility at an amount agreed upon by the Intern, Facility and the School.
- (9) The School will provide the Facility with written Counseling Internship guidelines for site supervisors.
- (10) The School agrees that members of the Faculty may serve as consultants and on committees of the Facility when requested by the Facility.

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- (11) The Facility will provide clinical and administrative supervision.
- (12) The specific areas of students' assignment and students being assigned is from year to year unless terminated by either party upon giving six months advance written notice to the other party.
- (13) The final decision regarding the selection of those students desiring an intern position will rest with Facility staff responsible for supervision.
- (14) The student's responsibilities at the Facility will include:

This contract may be terminated by either the School or the Facility with a 30-day notice. Early termination of a student's period of internship can be done with the mutual agreement of all parties involved: Student, Facility and School.

FACILITY

FACILITY
NAME:

FACILITY
SUPERVISOR'S TITLE (Please Print):

FACILITY
SUPERVISOR'S NAME (Please Print):

FACILITY
SUPERVISOR'S SIGNATURE:

SCHOOL

SCHOOL DEPARTMENT AND NAME: DEPARTMENT OF COUNSELING AND HUMAN SERVICES
ST. MARY'S UNIVERSITY

SCHOOL
SUPERVISOR'S TITLE (Please Print):

SCHOOL
SUPERVISOR'S NAME (Please Print):

SCHOOL
SUPERVISOR'S SIGNATURE: