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**School of Education**

**Secondary Education and School Leadership**

**Site Supervision Agreement for Internship in School Counseling**

1. **INTERN’S INFORMATION**

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| Intern’s Name: | Phone Number: | NSU Email: |
| Emergency Contact Name: | Emergency Phone Number: | Course: |
| University Supervisor: |

1. **SITE SUPERVISOR’S INFORMATION**

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| Supervisor’s Name: |
| Email Address: |
| School: |
| School Address: |
| School and Office Phone Numbers: |

1. **SCHOOL AND INTERN SCHEDULES**

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| School hours: |
| School Counselor hours: |
| Internship hours: |

**Responsibilities of On-Site Supervisor and Internship Student**

*The supervisor agrees to*:

* Ensure student receives orientation to the facility and has access to site policies and procedures.
* Provide a minimum of one (1) hour of weekly individual/triadic supervision for practicum/internship students
* Assist the student with the planning of the internship experience to include minimum hours and types of experiences delineated on the Internship Plan.
* Meet with student’s University Supervisor during the semester and maintain contact with the student's university supervisor(s) to communicate the student’s progress and any concerns.
* Complete the university’s evaluation form concerning the student’s counseling performance.

*Student agrees to:*

* Provide site supervisor with information on NSU program requirements.
* MEET WEEKLY WITH SUPERVISORS (site and university).
* Facilitate communication among supervisors.
* Learn and adhere to the policies and procedures of the site, including procedures for crisis interventions.
* Represent self and the university in a professional manner.
* Follow the American Counseling Association’s and the American School Counselor Association’s Ethical Code, as appropriate.
* Consult immediately with site supervisor or available licensed representative when client may be at risk for harm to self or others.

**4. Length of agreement**

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| --- | --- |
| Start date:  | End date: |
| Hours per week: | Days per week: |

**5. Signatures**

This document serves as a contract between the site and the student. Signatures indicate agreement on the above requirements and responsibilities.

Site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_