Winona State University
Counselor Education Department

PRACTICUM/INTERNSHIP AGREEMENT

PURPOSE: The purpose of this document is to provide all parties participating in the Winona State University Counselor Education Department Practicum/Internship experience with a statement of the terms and limitations of the practicum/internship arrangement.

Winona State University Counselor Education Department agrees:
1) to assign a university representative (practicum/internship course instructor) to facilitate communication between the Counselor Education Department and the practicum/internship field site.
2) to advise the student that s/he must adhere to the administrative policies, procedures, standards, schedules, and practices of the practicum/internship site.
3) that the practicum/internship course instructor will be available for consultation with both the practicum/internship site supervisor and the student and shall immediately contact the practicum/internship site should any problems or changes in this agreement occur.
4) that the practicum/internship course instructor is responsible for the assignment of the field work grade based, in part, on the recommendation of the practicum/internship site supervisor.
5) to provide the student with the equivalent of one and one half (1 1/2) hours per week of group supervision at the university.
6) to provide the student with a written evaluation of his/her practicum/internship performance.

The Practicum/Internship Site agrees:
1) to assign a practicum/internship site supervisor who has appropriate credentials and experience in counseling or a closely related field to provide supervision to the practicum/internship student.
2) to provide the student with at least one (1) hour per week of individual supervision at the practicum/internship site.
3) to provide opportunities for the student to engage in a variety of counseling activities relevant to the counseling setting.
4) to provide the practicum/internship student with adequate work space, telephone service, office supplies, and support staff to conduct professional activities.
5) to provide the student and the university with a written evaluation of the student’s performance based on the criteria established by the Winona State University Counselor Education Department.

The Practicum/Internship Student agrees to:
1) adhere to the Code of Ethics of the American Counseling Association (ACA). Any breach in the ACA Code of Ethics on the student’s part will result in: a) removal from the practicum/internship course, b) a failing grade in the practicum/internship course, and c) documentation of such behavior will become part of the student’s permanent record.
2) adhere to the administrative policies, procedures, and practice of the practicum/internship site.
3) provide the practicum/internship course instructor with proof of professional liability insurance in the amount of $1,000,000/$3,000,000 within one (1) week following the beginning of the semester in which practicum/internship is taken and before providing any counseling services to clients.
4) participate fully in all practicum/internship related activities at the university and/or at the field site.
5) failure to meet practicum or internship requirements may result in an extended training requirement, recommendation to obtain Professional Development degree or dismissal from CE program.

The starting and ending dates for both the counseling practicum and internship courses parallel the starting and ending dates of Winona State’s academic semesters. Only those hours logged during academic semesters in which the student has registered for either the counseling practicum or internship are eligible for course credit.

This practicum/internship agreement is made by and between Winona State University Counselor Education Department, _________________, and _________________. This agreement will be in effect from ___________ to ___________.

(School or Agency Name) (Student Name) (DD/MM/YY) (DD/MM/YY)

Please check one of the following: ❑ Practicum – 150 clock hours of practicum related experience
❑ Internship – 600 clock hours of internship related experience

Practicum/internship experiences are to include individual and group counseling and other duties as determined by participating parties. The student is advised that they will not earn a passing grade in the practicum/internship course unless they demonstrate the necessary counseling skills, knowledge, professionalism, and competencies consistent with the course requirements.

Practicum/Internship Student (print) Practicum/Internship Student (sign) Date

Practicum/Internship Site Supervisor (print) Practicum/Internship Site Supervisor (sign) Date

University Instructor (print) University Instructor (sign) Date

Revised November 2018