

UCF INTERNSHIP SITE APPROVAL PACKET

Thank you for your interest in partnering with the UCF Counselor Education Program! We are always looking to develop new (and on-going) relationships with community agencies where advanced graduate students in Clinical Mental Health Counseling and/or Marriage, Couple, and Family Therapy can work with clients. As a part of our process, please read and review the following documents and return the completed forms to the Clinical Coordinator upon completion. We carefully review each application and obtain the program faculty's vote for any new (or renewing) site.

Instructions:

1. Please read, complete, and sign the Internship Site Agreement Form (pages 2-5).
2. Please read and complete the Internship Site Description Form (pages 6-7).
3. It is best if the documents are completed using Acrobat DC (rather than Adobe Reader) so the signature field (on page 5) displays correctly. This can be done by saving this file to your computer and then "choose to open with Acrobat DC" (if you have that program). Otherwise, any PDF reader can be used to type directly onto the documents and a signature can be copied-and-pasted onto the appropriate field (or you can print, sign, and scan the documents).
4. **Email** the completed packet and all documents to the Clinical Coordinator (Gregory.Meek@ucf.edu)

Notes: (a) The Counselor Education Program at UCF (a) approves each internship site for a 2-year period and conducts biennial re-approvals of all sites; (b) can decide to not approve a site for any reason (and will not provide justifications for that decision); and (c) can discontinue a relationship with a site/terminate a current agreement (and will provide adequate notice) for any reason (and will not provide justifications for that decision).

Important Note Regarding Site Approval and Renewal Process:

For Fall Approval/renewal – Site Approval Packet is due by April 15

For Spring Approval/renewal – Site Approval Packet is due by September 15

For Summer Approval/renewal – Site Approval Packet is due by January 15

Thank you for your application. Please contact the Clinical Coordinator if you have any questions.

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INTERNSHIP SITE AGREEMENT

BETWEEN
UNIVERSITY OF CENTRAL FLORIDA – COUNSELOR EDUCATION PROGRAM
AND

(Agency Name)

THIS AFFILIATION AGREEMENT, entered into and effective _____
(e.g. MM/DD/YYYY) is between the **UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES**
("University"), and _____ ("Agency").

WHEREAS, Agency is located at _____ (address) and provides counseling and related services;

WHEREAS, University offers a Counselor Education program and desires its students to obtain educational experiences by utilizing appropriate facilities and personnel of third parties;

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

WHEREAS, Agency and University desire to cooperate to establish and implement such a Program involving the students and personnel of University and the facilities and personnel of Facility.

I. Responsibilities of the Agency:

1. Agency must have an approved On-Site Supervisor(s) that must provide a minimum of one (1) hour of individual or triadic supervision per week. On-Site Supervisors may choose to meet with the student-intern more often.
2. The On-Site Supervisor must be a Florida (1) licensed mental health counselor, (2) licensed clinical social worker, (3) licensed marriage and family therapist, or (4) licensed psychologist for a minimum of two years. On-site supervisors for school counseling student-interns must be certified in the state of Florida as a school counselor for a minimum of two years.
3. The Agency must be able to support the student-intern's clock hour requirements established by CACREP. Student interns must complete a minimum of 600 hours on site over two semesters, 40% (or 240 hours) of which must be the provision of direct counseling services to individuals, couples, and/or groups. Students who are a part of the marriage, couple, and family therapy program must accumulate 190 direct hours of relational counseling (which may be a part of the 240 hours). The Agency must be able to provide an experience that allows a student-intern to meet at least fifty percent of these requirements over the course of each semester of the two-semester internship.
4. Agency must provide opportunities for the student-intern to (a) record sessions (audio and/or video) for the purposes of supervision and/or (b) receive direct/live supervision of their counseling skills.
5. Agency must provide clinical opportunities including one or more of the following: assessments, individual counseling (including career planning or academic advising), couples counseling, family counseling and group counseling.
6. 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, etc.
7. Student-interns are to be provided the opportunity for assessments, individual counseling, group counseling, classroom guidance, and/or family counseling in order to demonstrate counseling skills and receive feedback regarding their performances.

8. 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-intern who poses an immediate threat or danger to personnel or to the quality of services or for unprofessional behavior. In such event, said student-intern'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 a student-intern's work quality or productivity with the Internship Instructor and Clinical Coordinator before any decisions are made to release a student-intern from their intern responsibilities.
9. Agency has ultimate responsibility for the provision and quality of services at the Agency; further, Agency has responsibilities over its operations.
10. Agency must orient the student-intern to the site.

II. Responsibilities of the On-Site Supervisor:

1. On-Site Supervisors must provide one (1) hour of individual or triadic supervision each week.
2. On-Site Supervisors must allow student-interns to record their sessions for the purposes of supervision and/or provide live supervision of the student-intern's work. The frequency of these recordings/live supervisions can be determined in consultation with the Internship Instructor.
3. On-site supervisors must participate in the Site Supervisor Orientation at least once per year (which happen at the University and/or virtually). Student-interns will provide supervisors with information on date, time and directions. Annual attendance at these orientations is required to maintain the Agency's status as an Approved Clinical Site.
4. On-site Supervisors are to arrange for student-interns to take part in staff meetings, case staffing, and in-service training.
5. On-site Supervisors are required to complete a midterm and a final evaluation of the student-intern's performance, which will be sent to them via a link in a dedicated invitational email.
6. On-site Supervisors will be required to sign off on the student-intern's hour log at the end of each semester. All logs will be submitted to the student-intern's Advising Portfolio at the end of internship prior to graduation.
7. On-site Supervisors may suggest appropriate reading(s) relative to that particular site for the student-intern. The readings may be a book, articles, manuals, or related readings that the On-site Supervisor believes to be most beneficial to aid the student-intern in better understanding the site and/or clients served.
8. On-site Supervisors agree to consult with the Internship Instructor concerning the student-intern's performance. These consultations will occur four (4) times over the course of each semester.
9. On-site Supervisors agree to contact the Internship Instructor at any time during the field placement when the student's knowledge, attitudes or skills are not acceptable for the mission of the placement site.

III. Responsibilities of the University:

1. The University will confer with the Agency before the placement of any student-intern in order to establish or to review the purpose, provisions and responsibilities involved in the internship.
2. The University will identify an individual, typically the Internship Instructor, who will serve as a liaison between the University and the Agency as needed concerning the requirements and objectives of the internship. The Internship Instructor will consult with the site supervisor at least four times during the semester to discuss the student-intern's progress at the internship site.
3. Upon receipt of Agency's written notice of a student-intern 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 services or Agency's operations, the University will evaluate such student-intern's conduct and remove the student-intern from Agency except as the parties otherwise agree in writing.
4. The University will inform the student-intern that they are expected to consistently follow the policies, professional activities, procedures and legal responsibilities of the Agency and the University.

5. Internship Instructors will provide information to Agency personnel regarding professional development opportunities.
6. The University has full responsibility for the academic content of the educational activity and the credit granted for its satisfactory completion.

IV. Independent Contractors:

1. Agency and University are independent contractors. Neither the University nor any of its employees or student-interns shall hold themselves out as employees or agents of Agency. Likewise, neither the Agency nor any of its employees shall hold themselves out as employees or agents of the University.
2. The student-intern is not an employee of Agency or University for purposes of this internship site agreement and placement hereunder, and is not entitled to financial remuneration during placement unless otherwise arranged for with the Agency and University. Travel to and from the field placement Agency is paid by the student-intern.

V. 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. This renewal process can occur as frequently as the University and Agency so desire and as long as each are fulfilling their responsibilities.
2. Either party may terminate this Agreement at any time during its term by providing sixty (60) days notice. If notice of termination is given, this Agreement shall terminate at the end of the sixty (60) days' notice; EXCEPT THAT the internship shall continue as necessary on a limited basis for the purpose of permitting student-interns actually participating in an internship at the time of notice of termination to finish the internship at Agency.

VI. Nondiscrimination:

Neither the University nor Agency will discriminate against any person because of race, color, creed, sex, sexual orientation, religion, age, veteran's status, national origin, or physical disability.

VII. General Provisions

1. Insurance. To the extent the State of Florida has partially waived its immunity to tort claims as described in section 768.28, Florida Statutes, the University is currently insured for professional liability, which covers itself, its employees and agents at limits not to exceed \$200,000 for any one person and not to exceed a total \$300,000 for the total of all claims arising out of the same incident or occurrence, with no annual aggregate. Additionally, while in the course and scope of a pre-approved course of study and/or related training program, and when not subject to the immunity and limits of section 768.28, Florida Statutes, students of University are protected against claims and actions which arise from their negligent acts or omissions by occurrence-based professional liability insurance coverage through a self-insurance program in amounts not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate. The University will provide the facility with a certificate or letter evidencing such coverage or protection.
2. On-site Supervisor Benefits. In addition to learning opportunities that exists in the supervision process and additional assistance a student-intern can provide an agency, On-site Supervisors may attend, free of charge, one UCF Counselor Education sponsored continuing education program. These include Chi Sigma Iota workshops (Fall and Spring) or other seminars that are offered. On-site Supervisors are also provided 1 hour of continuing education for each Site Supervisor Orientation that is attended. Please check our website for additional opportunities.
3. Amendment. This agreement may be modified at any time by mutual agreement of the parties executed in writing in advance of the effective date of the amendment.
4. This Agreement may not be assigned by either party, except with the written agreement of the other party.
5. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Florida.

AGREED TO:

AGENCY

UNIVERSITY OF CENTRAL FLORIDA

Signature

Signature

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

Printed Legal Name

Printed Legal Name

Title

Title

Email

Email

Phone

Phone

Is this application being submitted for renewal purposes:

Yes, I am renewing our internship agreement. Current Renewal Year: _____

No, this is a new application.

INTERNSHIP SITE DESCRIPTION FORM

Site Name: _____

Website: _____

Street Address: _____

City: _____ State: _____

Site Telephone Number(s): _____

Name of On-Site Supervisor: _____

Email: _____

On-Site Supervisor's Licensure Type: _____ License #: _____

On-Site Supervisor's Direct Telephone Number: _____

Name of Agency Administrator in Charge of Internship: _____

Administrator's Title in Agency: _____

Administrator's Direct Telephone Number: _____

Description of site and clients served (100 words max):

Describe the application and on-boarding procedures for your site (100 words max):

Special consideration or needs of site (e.g., bilingual speakers, ability to work with children, etc.)
(50 words max):

Days/Hours of operation: _____

Are clients seen: Onsite Remotely Both

With client permission, what type of recording is allowed?

Video Audio Both None (live supervision will occur)

Does this site *require* a one or two semester commitment? One semester Two Semesters

Type of services provided:

Individual Counseling Couples Counseling Family Counseling Group Counseling

Other: _____

Breakdown of services offered in this setting (indicate on a percentage scale 1-100%):

Assessment	%
Case Management	%
Individual Counseling	%
Couples Counseling	%
Family Counseling	%
Group Counseling	%
Staffing/In-Service	%
Other	%
Total breakdown	100%