

UCF INTERNSHIP SITE APPROVAL PACKET

Instructions:

1. Please read and sign the Internship Site Agreement Form.
2. Please read and complete the Internship Site Description Form
3. **Email** complete packet and all documents to the coordinator of clinical experiences:

Gulnora Hundley, PhD, LMHC, LMFT, QCS(FL)
Clinical Mental Health Counseling Internship Coordinator
Marriage, Couples and Family Therapy Internship Coordinator
University of Central Florida
College of Community Innovation and Education, ED 322G
Orlando, FL 32816-1250
Phone: 407-823-1652
Email: Gulnora.Hundley@ucf.edu

Note: The Counselor Education Program conducts biennial re-approval of internship sites.

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. We will respond soon.

INTERNSHIP SITE AGREEMENT
BETWEEN
UNIVERSITY OF CENTRAL FLORIDA- COUNSELOR EDUCATION PROGRAM
AND

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 _____, 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 Program's students and has agreed to make such facilities and personnel available to University for educational purposes ("internship"); 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 one (1) hour of supervision for each 15 hours of direct client contact completed by the intern. On-Site Supervisors may choose to meet with the intern more often.

2. The On-Site Supervisor must be (1) a Florida 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 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's clock hour requirements established by CACREP. Internship students admitted to the mental health track and marriage and family therapy program must complete 600 hours (minimum of 240 direct individual client contact; 180 direct marriage and family contact for students applying for Marriage and Family licensure) of internship. The Agency must be able to provide an experience that allows an intern to meet at least fifty percent of that requirement in a one semester internship assignment to the site.

4. 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.

5. 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, and etc.

6. 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.

7. 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 who poses an immediate threat or danger to personnel or to the quality of services or for unprofessional behavior. In such event, said student'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 an intern's work quality or productivity with the Internship Instructor and Clinical Coordinator before any decisions are made to release a student from their intern responsibilities.

8. Agency has ultimate responsibility for the provision and quality of services at the Agency; further, Agency has responsibilities over its operations.
9. Orient the internship student to the site.

II. Responsibilities of the On-Site Supervisor:

1. On-site supervisors need to participate in the Site Supervisor Orientation held the third week of the semester during the internship class at UCF. Students will provide supervisors with information on date, time and directions.
2. On-site Supervisors are to arrange for interns to take part in staff meetings, case staffing, and in-service training.
3. On-site Supervisors are requested to complete a midterm and a final evaluation of the intern's performance (available at <http://education.ucf.edu/counselored/>, 'Important Resources' link on the left navigation bar).
4. On-site supervisor will be required to sign off on the internship student's hour log at the end of each semester. All logs will be turned in to the Clinic Coordinator at the end of internship prior to graduation.
5. On-site supervisors may suggest appropriate reading(s) relative to that particular site for the 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 intern in better understanding the site and/or clients served.
6. The on-site supervisor agrees to consult with the UCF instructor concerning the student counselor's performance.
7. The on-site supervisor agrees to contact the UCF instructor at any time during the field placement when the student's knowledge, attitudes or skills are not acceptable for the missions of the placement site.
8. On-site supervisors must participate in at least ONE internship Orientation at UCF per year to maintain current status as an Approved Clinical Site.

III. Responsibilities of the University:

1. The University will confer with the Agency before the placement of any Student 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 professor, who will serve as a liaison between the University and the Agency as needed concerning the requirements and objectives of the internship. The internship professor will meet with the site supervisor at least one time during the semester to discuss the student's progress at the internship site.
3. Upon receipt of Agency's written notice of a student 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, evaluate such student's conduct and remove the student from Agency except as the parties otherwise agree in writing.
4. Inform the student intern that he or she is expected to consistently follow the policies, professional activities, procedures and legal responsibilities of the Agency and the University.
5. Internship instructors will provide information 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 students 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 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.

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.

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 students 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. Liability Coverage Provisions. University requires each student to maintain a policy of liability insurance, in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The Agency may require an assigned student to provide proof of coverage prior to initiation of the internship.

2. On-Site Supervisor Benefits. In addition to learning opportunities that exists in the supervision process and additional assistance an 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 CEU workshops (Fall and Spring), the Institute for School and Mental Health Counseling (Summer), or other seminars that are offered. Please check our website for details.

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:

FACILITY

UNIVERSITY OF CENTRAL FLORIDA

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Contact Information for Agency:

Name: _____

Email: _____

Phone: _____

INTERNSHIP SITE DESCRIPTION FORM

Site Name: _____

Website: _____

Address 1: _____

City: _____

State: _____

Telephone Number: _____

Fax Number: _____

Name of On-Site Supervisor: _____

Email: _____

On-Site Supervisor's Licensure: _____

License #: _____

On-Site Supervisor's Telephone Number: _____

Agency Administrator in Charge of Internship: _____

Administrator's Title in Agency: _____

Administrator's Telephone Number: _____

Description of site and clients (100 words max):

Please describe the application procedure for your site (100 words max):

Special consideration or needs of site (50 words max):

Hours of operation: _____

Are clients seen: Onsite Offsite Both

With client permission, what type of recording is allowed?

Video Audio
 Both None

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

One semester Two Semesters

This is a possible site for: Child Counseling/Play Therapy Adolescent Counseling and Therapy
 Couples counseling Family Counseling Group Counseling Individual Counseling

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

Assessment	_____%
Case Management	_____%
Behavioral Management	_____%
Individual Counseling	_____%
Couples Counseling	_____%
Family Counseling	_____%
Child/Adolescent	_____%
Group Counseling	_____%
Other	_____%
Total breakdown=	100%

