



Student's Name: _____

**NEW JERSEY CITY UNIVERSITY
M.A. IN COUNSELING PROGRAM**

**SCHOOL COUNSELING
PRACTICUM/INTERNSHIP AGREEMENT**

This Practicum/Internship Agreement (“Agreement”) is completed on _____ (m/d/y) between _____ (the “Practicum/Internship Site”) whose business address is _____ and New Jersey City University (the “University”) M.A. in Counseling Program whose business address is 2039 Kennedy Boulevard, Jersey City, New Jersey 07305.

Terms:

The terms of this agreement shall begin on _____ (m/d/y), and end on _____ (m/d/y.) Either party has the right to terminate this Agreement on a thirty (30) days prior written notice to the other at the addresses set forth in the first paragraph of this Agreement, provided that with respect to any internship committed to or commenced at the time of such notice, this Agreement shall remain in effect until the completion of such internship, subject to the right of _____ (the “Practicum/Internship Site”) to withdraw a student from the internship program set forth in this Agreement.

Purpose:

The purpose of this Agreement is to provide qualified graduate students with a Practicum/Internship Counseling experience in the field of counseling.

Students in COUN 690 (Practicum) must complete supervised Practicum experiences that total a minimum of 100 clock hours. Forty (40) of those hours in Practicum must be in direct service to clients.

Students in COUN 694/695 (Internship I & II) must complete supervised Internship experiences that total a minimum of 300 clock hours, for each Internship. One hundred twenty (120) of those hours, for each Internship, must be in direct service to clients.

The University Agrees:

1. To assign a University Faculty Liaison to facilitate communication between the University and the Practicum/Internship Site.
2. To notify the student that he/she must adhere to administrative policies, rules, standards, schedules, and practices of the Practicum/Internship site.
3. That the University Faculty Liaison shall be available for consultation with both the Practicum Site Supervisor and students and shall immediately be contacted should any problem or change in relation to the student, site, or college occur.

4. That the University supervisor is responsible for the assignment of a fieldwork grade.
5. That the Practicum/Internship Site, in its sole discretion, makes the final determination as to whether a student is placed at the Practicum/Internship Site. And, the University agrees and understands that the Practicum Site has the final approval for placement of any student recommended by the University, and will permit the Practicum/Internship Site to withdraw the student when the student is unacceptable and undesirable to the Practicum/Internship Site for reasons of health, performance of duties, or other reasonable causes.
6. That prior to any student being placed at the Practicum/Internship Site, the University will provide written evidence of malpractice insurance coverage by providing a certificate of insurance indicating limits of liability of each incident at \$2,000,000 and \$4,000,000 in the aggregate and that the University will notify the Practicum/Internship Site within thirty (30) days of the malpractice insurance coverage being terminated or suspended, said termination or suspension being grounds for the termination of this Agreement.

Practicum/Internship Field Site Agrees:

1. To assign a Practicum/Internship supervisor who has appropriate credentials, time, and interest for training the Practicum/Internship student.
2. To provide opportunities for students to engage in a variety of counseling activities under supervision and for evaluating the student's performance.
3. To provide the students, subject to availability, with adequate work space, telephone, office supplies, and staff to conduct the professional activities as assigned.
4. To provide a minimum of one hour per week of individual supervision, that involves some examination of students' work using audio/video tapes, observation, and/or live supervision.
5. To provide written evaluation of the student based on criteria established by the University program.

The primary Practicum/Internship Site supervisor will be identified for a particular student being placed at the site. The training activities indicated below will be provided for the students in sufficient amounts, to the extent available, to allow adequate evaluation of the students' level of competence in each activity. The Clinical Coordinator will be the faculty liaison with whom the students and Practicum/Internship Site supervisors will communicate regarding progress, problems, and performance evaluations.

Practicum/Internship Activities:

The activities to be provided to the students by the Practicum/Internship Site may include:

1. Individual Counseling: Personal, Social, Educational, Career
2. Group Counseling: Co-leading, Leading
3. Intake Interviewing, Preliminary Assessment, Introduction to Services
4. Psychoeducational Activities: Group, Parent, Outreach, Skills Development, In-Service
5. Consultation: With Family/Parent, Teacher, Agency; for Referral, Team Collaboration
6. Report Writing, Record Keeping, Treatment Planning, Counseling Summaries
7. Individual Supervision
8. Group Supervision, Peer Supervision
9. Case Conferences, Staff Meetings
10. Other: _____

IN WITNESS WHEREOF, and with full authority, the Parties hereto have executed this Agreement effective the date first above written.

FOR AND ON BEHALF OF

Site Facility Name

Site Supervisor's Signature

FOR AND ON BEHALF OF
NEW JERSEY CITY UNIVERSITY
M.A. IN COUNSELING PROGRAM

NJCU Counseling Program Chair