**DOCTORAL INTERNSHIP AGREEMENT**

**COUNSELING DOMAIN**

This document is an internship agreement between the Doctoral Program in Counselor Education and Supervision at The University of Texas at San Antonio andName of Student. Doctoral students are required to complete doctoral-level internships (COU 7413 and COU 7513) that total a minimum of 600 clock hours. The 600 hours must include supervised experiences in at least three of the five doctoral domains (counseling, teaching, supervision, research and scholarship, leadership and advocacy). Additionally, doctoral students are covered by individual professional counseling liability insurance policies while enrolled in a counseling or supervision internship.

***Note:*** *To complete the Doctoral Internship Agreement double click on the highlighted portions and type in the requested information.*

The purpose of this document is to define the terms of internship to be followed by Name of Student, Doctoral Intern, Name of Counseling Supervisor, Counseling Supervisor, and Name of Faculty Supervisor, Faculty Supervisor. The terms of this agreement are subject to modification and/or amendment only if all the above-named parties consent to alteration.

**RESPONSIBILITIES OF THE INTERN**

The intern will:

1. Work from Date through Date towards completing a minimum of Insert Number hours (Insert Number hrs per week) in the Counseling domain.

 2. Act with professionalism and efficiency to fulfill all necessary steps and activities to yield a completed product of the Counseling domain. These steps, activities, and products will consist of but are not limited to the following:

 Type Bullet List of Agreed-on Responsibilities

1. Participate in 1 hour of scheduled Counseling supervision weekly, and,
2. Maintain a log of all activities performed within the framework of the internship; and,
3. Complete and submit all placement materials to the Counseling supervisor and the Internship Faculty supervisor by the conclusion of the placement, Date.

**RESPONSIBILITIES OF THE COUNSELING SUPERVISOR**

The Counseling supervisor will serve as a supervisor for the intern. Weekly, face-to-face planning, evaluation, and consultation sessions between the site supervisor and the intern will occur as needed, and the Counseling supervisor will be available for group consultation and supervision of the intern. The Counseling supervisor is also invited to participate in the evaluation of the intern.

These responsibilities shall include:

1. Critiquing and discussing the intern’s progress on a regular basis,
2. Reviewing/revising internship tasks as needed, and,
3. Providing individual supervision on a weekly basis for a minimum of one hour per week throughout the internship period.

**RESPONSIBILITIES OF THE FACULTY SUPERVISOR**

The Faculty Supervisor will:

1. Facilitate the intern’s understanding of the requirements for graduationincluding CACREP standards, application for graduation, comprehensive finals, portfolios, and other tests for graduation, licensure, and certification,
2. Supplement the learning opportunities provided by the site of the internship for this domain,
3. Provide a minimum of 1.5 hours of weekly group supervision of interns, and,
4. Meet with the intern as needed to review professional progress and the status of projects.

*­­­­­­­*Signature of Doctoral Student Intern Date

Doctoral Student Intern

*­­­­­­­*Signature of Counseling Supervisor Date

Counseling Supervisor

Signature of Faculty Supervisor Date

Faculty Supervisor