COUNSELING INTERNSHIP MEMO OF UNDERSTANDING

Semester:    ___Fall ___Spring ___Summer
Year: _______ Course Number: HCE 686

Site: _____________________________________________________________

Address: ______________________________________________________________________
______________________________________________________________________________

Telephone: ____________________________

This memo of Understanding is entered into between___________________________________
____________________________
______________________________
______________________________
______________________________

(site supervisor's name)

site supervisor for ____________________________
(student’s name)

University of Southern Maine, School of Education, Counselor Education Program as represented by
____________________________
______________________________
______________________________
______________________________

(university supervisor’s name)

The site supervisor agrees to assume responsibility for assisting the internship student in conducting activities related to his/her program experience. These activities are here defined between the student and the Counselor Education Program and are agreed to by the site supervisor.

The university faculty supervisor agrees to:

1. conduct an introductory contact with the site supervisor. This will usually be via letter just prior to the beginning of the semester or during the first week.
2. conduct class meetings or seminars at least every other week throughout the semester.
3. be available for consultation with the site supervisor either personally or by phone.
4. visit the site supervisor and the student at the internship site at least twice during the semester.
5. assist students in processing their new knowledge.
6. assist students to integrate their experiences with theory and research.
7. examines students logs ensuring accurate recording of activities and sufficient direct service (40%).
8. for rehabilitation interns only--provide weekly supervision where the agency supervisor is not a Certified Rehabilitation Counselor (CRC).
9. evaluate the internship sites and the site supervisor.
10. evaluate the student and discuss that evaluation with him/her.

The site supervisor agrees to:

1. provide documentation of training in supervision; if the site supervisor has no prior training in supervision, a training module is provided through the USM Counselor Education webpages: https://usm.maine.edu/sites/default/files/counselor-education/Supervision_Training.pdf
a. Upon attesting to completion of this training, continuing education credits will be awarded.

b. By signing below, the site supervisor acknowledges reading and understanding the importance of this step:

___________________________________________

2. orient students to agency/school activities, personnel and policies, particularly procedures surrounding confidentiality, due process, and risk assessment.

3. schedule time for weekly supervision throughout the internship; a minimum of one hour per week of individual supervision.

4. provide training and supervision needed for students to follow the policies and procedures of the school, agency, hospital, or business where the internship is being completed.

5. assist the student to become an accepted member of the staff.

6. provide adequate facilities for the student to carry out assigned responsibilities.

7. provide as wide a variety of experiences as possible for the student.

8. assess ongoing intern performance and facilitate student self-evaluation.

9. provide the student intern the opportunity to audio and/or video tape their interactions with clients.

10. be available to meet with the faculty supervisor on scheduled visits and to advise the faculty supervisor of any problems which arise in connection with the student's progress.

11. During the next to last week of the semester, develop a written evaluation of the student's performance. This should be sent directly to the faculty supervisor and will assist in determining a course grade. The evaluation will be treated as non-confidential and retained in the student's file. A suggested format is included in the Supervisor's Handbook.

12. If your school requires home visits, please check here______. I agree to review the following Supervisor Checklist with my intern(s) in advance of each new home visit.

   o All home-visit clients seen by an intern individually must be screened in a face-to-face meeting with agency staff first determining whether an individual visit is appropriate.
   o Identify the importance of the insurance liability coverage and understanding the limits to his/her policy depending on the scope of coverage to the student.
   o Identify where ethics of confidentiality and a potential breach would be in the best interest of the client should the client’s behavior place student or the client at-risk.
   o Exchange cell #s with student and supervisor in advance of scheduling home visits.
   o Students must create a schedule of weekly planned home visits including the date, time, client’s name, collateral names (relative, liaison) and address/location of planned visit(s) that will be shared with the supervisor.
   o If supervisor discovers that a student is not at an expected home visit location according to the schedule, the supervisor will contact the student to determine if he/she requires assistance or to ensure he/she is not in an unsafe setting.
   o Should the supervisor become aware of potential increased risks within a client’s home, he/she will immediately notify the supervisor who will assess the risk to determine whether or not home visits can continue.
   o When supervisors learn there could be risk of harm to students or clients during sessions in the home, they will rescind permission for home visits and involve law enforcement at their discretion.

Please initial here________ that you have reviewed the above policy and agree to review the Supervisors Checklist with your intern(s) in advance of each new home visit.

The student intern agrees to:

1. act in a manner consistent with the ACA and ASCA Codes of Ethics.
2. be responsible for ________ hours/week at the internship site.
3. be responsible for being available to the site supervisor for supervision for one hour/week.
4. comply with the rules and regulations of site (e.g., report writing, in-service training, etc.).
5. spend a minimum of 100 clock hours per course credit hour in the assigned setting.
6. meet on a regular basis for a seminar with other internship students. Students who divide the internship credit hours over two or more semesters must participate in internship seminar for each semester they are registered.
7. complete a goal contract in conjunction with the site supervisor and faculty supervisor.
8. maintain a log of internship activities.
9. appropriately use video recordings for supervision.
10. provide a final report on activities, including a self evaluation, as well as an evaluation of the placement site. Copies should be given to the site supervisor as well as the faculty supervisor.
11. complete other class assignments required by faculty supervisor.
12. attempt to gain as wide a variety of experiences as possible while at the placement site, including staff conferences, training or other experiences that are normally encountered in that type of setting.

______________________________________  ____________  __________________
Student's Signature                        Date

______________________________________  ____________  __________________
Site Supervisor's Signature                Date

______________________________________  ____________  __________________
School Administrator                       Date

______________________________________  ____________  __________________
University Supervisor's Signature          Date

Revised 2/2016
Advising Students Who See Clients in the Home

**Supervisor Checklist:** Review each of the following with your student(s) in advance of their home visits.

- □ All home-visit clients seen by an intern individually must be screened in a face-to-face meeting with agency staff first determining whether an individual visit is appropriate.
- □ Identify the importance of the insurance liability coverage and understanding the limits to his/her policy depending on the scope of coverage to the student.
- □ Identify where ethics of confidentiality and a potential breach would be in the best interest of the client should the client’s behavior place student or the client at-risk.
- □ Exchange cell #s with student and supervisor in advance of scheduling home visits.
- □ Supervisor screens all clients through face-to-face contact for appropriateness of home sessions
- □ Students must create a schedule of weekly planned home visits including the date, time, client’s name, collateral names (relative, liaison) and address/location of planned visit(s) that will be shared with the supervisor.
- □ If supervisor discovers that a student is not at an expected home visit location according to the schedule, the supervisor will contact the student to determine if he/she requires assistance or to ensure he/she is not in an unsafe setting.
- □ Should the supervisor become aware of potential increased risks within a client’s home, he/she will assess the risk to determine whether or not home visits can continue.
- □ When supervisors learn there could be risk of harm to students or clients during sessions in the home, they will rescind permission for home visits and involve law enforcement at their discretion.

**Student/Supervisee Checklist- Be Safety Conscious When in a Client’s Home:** Check with student(s) that they adhere to these precautions before making visits to a client’s home.

- □ Make sure that your supervisor/program knows when you go to a client’s home and where that client’s home is. Be clear about where you are going and how long you’ll be there seeing the client. You can do this via phone when you arrive at the client’s home in the client’s presence but it might be easier to do it first and then let your client know you just called the office.
- □ Inform the client when you arrive that you’re required to report to your supervisor following each visit to give an update from the session.
- □ On entering the home, be sure you know where the exits are, where there is a telephone and who else is present in the home. If it’s the first time you see the home, ask the client for a tour of his/her home.
- □ Ask about family pets and whether any are spooked in the presence of strangers. Avoid contact with pets which may potentially bite or injure you.
- □ Be alert to notice any weapons or objects that can be used as weapons, as well as where hazards might be present in the home, e.g., unsafe heating.
- □ Be sure to have your cell phone with you and turned on, or at least check to ask to use a house phone if needed to call your supervisor after the session.
- □ Always be aware of where the nearest exit is in case of potential threats including fire; plan your escape route in case of any problems.
- □ Try to position yourself so you always have a clear route to an exit.
- □ If something does not feel right, immediately leave the premises.