MEMORANDUM OF AGREEMENT

In carrying out the terms of supervision of a master’s level counseling intern in the Professional Counseling Program at Texas State University, the following is understood and agreed to by the undersigned:

1. _____________________ (Counseling Intern Name) will serve as a graduate-level counselor intern from the Texas State University Professional Counseling Program. The internship site is located at (Name and physical address of site) ____________________________
   ___________________________________________________________________________________

2. The internship will begin on (semester start date)______________________________, and end on (semester end date), for an approximate total of _______ clock hours of experience.

3. ____________________________(Supervisor name with credentials) will serve as the On-site supervisor for counselor intern during the above-stated period. On-site supervisor’s phone number at the site: ___________________________ and email address: ____________________________

4. The On-site supervisor will be responsible for:
   • Providing a Professional Disclosure Statement for Supervision and Proposed Activity Plan
   • Providing a minimum of one hour of weekly individual supervision; additional supervision in any format is at the discretion of the site supervisor
   • Providing supervision on an emergency basis, as needed
   • Providing the ability to video/audio record counseling sessions for University supervision
   • Consulting with the University Supervisor about the counselor intern’s progress
   • Providing ongoing evaluative feedback to the counselor intern
   • Completing a midsemester and final written evaluation at the end of each internship semester
   • Providing a total of 300 clock hours within the semester (15 weeks), with a minimum of 120 hours being face-to-face direct clinical contact with clients

5. Internship activities that are appropriate for professional practice in counseling:
   ■ Direct Services – All interns will provide at least 120 hours of face-to-face counseling services each semester (240 in one semester for school counseling), including: individual counseling, group counseling, couples counseling, family counseling, and/or play therapy; parent, teacher, administrator consultation; group guidance activities (for school setting).
   ■ Indirect Services – All interns will provide the remaining 180 hours required each semester (360 hours in one semester for school counseling) in professionally relevant activities such as: workshops, in-service trainings, staff meetings, individual and group supervision; documentation, referrals, reviewing video/audio tapes, reading; consultation with other professionals; appropriate test administration and interpretation.

6. The Counseling Program will designate a faculty member to serve as the University Supervisor. This person will be the contact between the University and internship on-site supervisor, making contact at the beginning of the semester, and conducting an on-site meeting during the course of the semester. This meeting is designed to introduce the University Supervisor to the On-site Supervisor as well as to the
internship site, as well as to discuss goals and progress of the intern. The University Supervisor will meet with the counselor intern in a group supervision format (class on campus) every other week for an average of 3 hours. The University Supervisor will assign grades for the class, as well as provide documentation of the Internship experience on licensure documents upon the completion of each internship semester. The Practicum/Internship Coordinator is also available for consult with the on-site supervisor throughout the internship experience.

7. The counselor intern is responsible for the following:

- Adhering to the administrative policies, rules, standards, schedules and practices of the facility/internship site and the University
- Providing all necessary and appropriate supplies where required or when not provided by the facility and/or University
- Arranging for securing own background check or other pre-intern screening requirements
- Providing personal transportation to and from the internship site
- Arranging a schedule to ensure attendance at weekly individual supervision with the On-site supervisor and group supervision (class) as scheduled by the University Supervisor
- Purchasing and maintaining professional liability insurance throughout the internship
- Reporting all absences to site supervisor and University supervisor in a timely manner
- Adhering to all applicable ethical codes and policies of the internship site

8. It is understood and agreed to by and between the parties that the On-site supervisor has the right to terminate the field experience of the counselor intern if, in the judgment of the On-site supervisor, the counselor intern’s professional performance and development are below the requirements set by the site. Also, it is understood and agreed to by and between all parties that the Texas State University Professional Counseling Program has the right to terminate the field experience of the counselor intern for reasons concerning the performance of the counselor intern and/or the internship site. Such action will not be taken until the concerns have been discussed with the relevant and pertinent individuals.

9. It is understood that the activity plan can be revised and changed in writing after mutual agreement by all parties.

10. Nondiscrimination: In their execution of this agreement, the parties shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.

This agreement shall be effective when executed by all parties.

Date:__________________________

On-site Supervisor

Date:__________________________

Counselor Intern – Texas State University

Date:__________________________

University Supervisor – Texas State University