

School of Psychology and Counseling PhD FieldWork Contract - Internship

Please select the appropriate course that corresponds with your Approved Degree Plan (ADP).

CES 801

CES 802

CES 803

The purpose of this agreement is to provide a qualified student enrolled in the Doctoral Program in Counselor Education and Supervision (DPCES) with appropriate field based supervised clinical experiences in counseling.

Counseling internship is a planned, field-based clinical experience following practicum where a student works with clients under supervision in order to further develop or refine their therapeutic skills in real-world settings. The internship includes most of the activities of a regularly employed professional in the setting.

Internship is a 600 hour (minimum) multi-semester experience and takes place over a total of three semesters. The following describes the Regent University Internship Program in detail:

Students will be expected to complete at **a minimum of 200 clock hours** during each of the three respective semesters of internship in the DPCES program. The 200 hours include supervised experiences in clinical settings, teaching, and supervision. The student and internship professor will create an individualized internship to meet the student's learning needs to include components of clinical counseling, teaching, and supervision.

1. **Direct service: a minimum of 50 hours of the 200 hours**
 - **Counseling Services:** face-to-face contact with a client(s) that involves counseling, reviewing treatment plans, medication education, family counseling, administering a test or assessment, etc.
 - **Postsecondary Counseling or Related Educational Program Teaching:** Facilitating the teaching of a class, large group, or small group, 1:1 mentoring and tutoring, dialoguing with students in Blackboard on course-related topics, etc.
 - **Supervising Counselor-in-Training or a Post-Master's Graduate Seeking State Licensure:** face-to-face supervision feedback sessions with the counselor trainee, reviewing a supervisee's videotape, evaluation of and recommendation about potential crisis presentation of supervisee's client(s), etc.
 - **Counseling-Related Consultation Services:** face-to-face discussions, meetings, and work sessions with the person/agency acquiring the consultation services, presentation of work product, findings and/or recommendations to stakeholders and/or boards of directors, etc.
2. **Indirect service:** the remaining 150 hours of the 200 hours to include report writing, agency meetings, writing a syllabus, reading texts and articles to assist with supervision of supervisee, preparing documents and/or report summaries for stakeholders, etc.

3. Supervision: (this is part of the indirect service hours) weekly interaction with an average of one hour per week of individual face-to-face supervision throughout the 200 hours. Students are encouraged to complete a minimum of 20 hours of individual supervision with their on-site supervisor throughout all three semesters.
4. Student submission of two audio/video recorded sessions OR two live observation evaluations of direct counseling experiences.
5. Student submission of midterm and final evaluations and appropriate time logs.

The University Program Agrees:

1. To assign a University Faculty Internship Supervisor to facilitate communication between the University (School of Psychology and Counseling) and the student's local supervisor;
2. To provide assistance and consultation to the local supervisor;
3. The Faculty Internship Supervisor should be immediately contacted should any problem or change in relation to the student, local supervisor, or University occur; and
4. To ensure that the Faculty Internship Supervisor is responsible for assigning a grade upon the student's completion of the practicum/internship.
5. The Faculty Internship Supervisor will provide small group supervision for two and a half (2 ½) hours per week for no more than seven students.

The Local Supervisor Agrees:

1. To assign a supervisor with a minimum of an earned doctorate degree if possible (mandatory if the student's internship orientation is teaching), or a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or license(s) (i.e., LPC/LMHC, LMFT, LCSW, LCP, etc.); a minimum of three (3) years of pertinent professional experience in the area in which the student is completing internship orientation and successful completion of graduate level coursework in counselor (or related) supervision.
2. To assign a supervisor who is employed or contracted with the site in question and who has the time and interest in supervising the counseling student;
3. To provide opportunities for the student to engage in the activities that meet the objectives in the designated internship sections above;
4. To provide settings for the student to conduct individual and group counseling sessions with assured privacy and sufficient space for appropriate equipment;
5. To provide necessary and appropriate technology that assists with learning;
6. To provide one-to-one and/or triadic supervision, which involves some examination of student work using audio/video recordings, observation, and/or live supervision (Note: Supervision should include weekly interaction with an average of one hour per week.); and
7. To complete the Regent University School of Psychology and Counseling's evaluation forms, which are located in our online platform, Tevera.

The Intern Agrees:

1. To submit a resume and any necessary documentation to the site supervisor;
2. To adhere to the administrative policies, rules, standards, schedules, and practices of the site;
3. To be punctual and present at the scheduled times of the student's internship; and
4. To complete the necessary evaluations of the field placement site and the site supervisor.

This agreement is made on _____ by and between _____
(Date) (Field Placement Site Name)

and _____. This agreement will be effective
(Intern Name)

August 25, 2025 TO **December 13, 2025** for **14 – 18** hours per week for 1 credit hour.

INTERNSHIP SITE INFORMATION

Site Name: _____

Site Address: _____

City, State, Zip: _____

Phone: (____) _____ E-mail: _____

NOTE: this cannot be a generic e-mail account, the supervisor's e-mail address is **REQUIRED for Tevera access.**

Internship Site Supervisor Name: _____

Title: _____

Supervisor Licensure Information:

Type of License: LPC/LCMHC/LMHC, etc. LMFT LCSW/LICSW LCP (Psychologist)
School Counselor Other (please specify): _____

License Number: _____

Date First Licensed: _____

License Expires: _____
