

## School of Psychology & Counseling

### Master's FieldWork Contract – Internship

Internship is a 600-hour (minimum) multi-semester experience for master's-level students. Certificate of Graduate Studies internship is a 300-hour (minimum) one-semester experience.

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

- ☐ **Clinical Mental Health Counseling** (COUN 595A ☐ OR 595B ☐ ) **OR**  
**Certificate of Graduate Studies in Trauma Counseling** (COUN 591/595A ☐ )
- **Direct Service:** a minimum of 240 hours (over 2 semesters of internship) to include face-to-face individual and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing, consulting, etc. **NOTE:** *At least 60% of the clients a CGS in Trauma Counseling intern works with must have experienced some sort of trauma.*
  - **Indirect Service:** the remainder of the 600 hours (over 2 semesters of internship) to include report writing, meetings, supervision, professional development, in-services, etc.
  - **Supervision:** weekly interaction at an average of one hour per week of individual supervision. Interns are required to complete a minimum of 10 hours of supervision with their on-site supervisor each semester.
- ☐ **Marriage, Couple, & Family Counseling** (COUN 593A ☐ OR 593B ☐ )
- Direct Service:** a minimum of 240 hours (over 2 semesters of internship) to include face-to-face couples, family, individual, and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing, consulting etc. **NOTE:** *MCF interns are required to have a minimum of 200 direct service hours working with couples and families over both semesters of internship.*
- **Indirect Service:** the remainder of the 600 hours (over 2 semesters of internship) to include report writing, meetings, supervision, professional development, in-services, etc.
  - **Supervision:** weekly interaction with an average of one hour per week of individual supervision. Interns are required to complete a minimum of 10 hours of supervision with their on-site supervisor each semester.
- ☐ **K – 12 School Counseling** (COUN 594A ☐ OR COUN 594B ☐ )
- **Direct Service:** a minimum of 120 hours each with grades PreK – 6 (elementary school) and grades 7 – 12 (high school) (one semester will be elementary school, the other high school) including face-to-face individual and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing, guidance, consulting, etc.
  - **Indirect Service:** the remainder of the 600 hours (over 2 semesters of internship) to include school meetings, supervision, professional development, in-services, etc.
  - **Supervision:** weekly interaction with an average of one hour per week of individual supervision. Interns are required to complete a minimum of 10 hours of supervision with their on-site supervisor each semester.
- ☐ **Certificate of Graduate Studies in School Counseling** (COUN 594A ☐ )
- The student should be aware that the requirements for a one-semester CGS in School Counseling Internship are more stringent than those of a regular internship due to the high volume of direct hours.*
- **Direct Service:** a minimum of 100 hours with 6<sup>th</sup> graders **AND** a minimum of 100 hours with 7<sup>th</sup> and 8<sup>th</sup> graders, including face-to-face individual and group counseling (interns are required to lead, or co-lead, at least one group counseling session during internship), testing, guidance, consulting, etc. **Note:** This placement will be in a middle school setting, which is defined as a school that houses students in 6<sup>th</sup> – 8<sup>th</sup> grades.
  - **Indirect Service:** the remainder of the 300 hours to include school meetings, supervision, professional development, in-services, etc.
  - **Supervision:** weekly interaction with an average of one hour per week of individual supervision. Interns are required to complete a minimum of 10 hours of supervision with their on-site supervisor during the semester.

**The internship site supervisor agrees to the following:**

1. To provide the intern an opportunity to experience all the activities that a professional would experience in this setting.
2. To meet with the intern an average of one hour per week for supervision.
3. To conduct supervisory sessions in a professional and ethical manner in order to encourage the development of professional integrity and respect for professional ethics and codes of conduct.
4. To model positive interpersonal behaviors which enhance the supervisory process.
5. To respect and foster the individuality of the intern and the elements of his/her professional style.
6. To help the intern work with diverse students and/or clients.
7. To recommend personal counseling for the intern should he or she be unable to resolve personal issues that affect his or her effectiveness as a counselor.
8. To provide necessary and appropriate technology that assists the intern with learning.
9. To provide settings for the intern to conduct individual and group counseling sessions which assure privacy and sufficient space for appropriate equipment.
10. To complete the Regent University School of Psychology & Counseling midterm and final evaluation of the intern, which are located in our online platform, Experiential Learning Cloud (formerly Tevera).
11. To communicate with the Regent University Faculty Supervisor, either in person or via telephone/e-mail throughout the internship.

**The intern agrees to the following:**

1. To be open and willing to experience the various opportunities and activities at the site.
2. To meet with the site supervisor an average of one hour per week for supervision.
3. To conduct his or herself in accordance to the professional ethics and codes for the counseling profession.
4. To adhere to and support the confidentiality standards of the counseling field and site.
5. To adhere to the administrative policies, rules, standards, schedules, and practices of the site.
6. To seek help and possibly counseling to resolve personal issues that may affect this internship experience.
7. To be open and embracing of work with diverse colleagues and clients.
8. To model positive interpersonal behaviors in working with peers, supervisors, and clients.
9. To be punctual and present on days scheduled to be on site.
10. To complete all assignments agreed upon for the site.

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This agreement is made on \_\_\_\_\_ by and between \_\_\_\_\_  
(Date) (Internship Site Name)

and \_\_\_\_\_. This agreement will be effective from \_\_\_\_\_  
(Counseling Intern Name)

**May 11, 2026** TO **August 15, 2026** for **20 – 25** hours per week for 3 credit hours.

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## 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 ELC access.*

Internship Site Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Licensure Information:

Type of License: \_\_\_\_\_ Other (please specify): \_\_\_\_\_

State Licensed in: \_\_\_\_\_

License Number: \_\_\_\_\_

Date First Licensed: \_\_\_\_\_

License Expires: \_\_\_\_\_

Have you had training in counselor supervision? ☐ Yes ☐ No

If yes, please list the type of training (i.e., coursework, professional development, certification):

If no, you will be required to complete Regent University's Supervision Training before beginning supervision. This will be sent to you via e-mail.

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## SIGNATURES

\_\_\_\_\_  
(Site Supervisor Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Intern Signature) Date: \_\_\_\_\_

**Contract acknowledged and accepted by Regent University:**

\_\_\_\_\_  
(Field Placement Liaison Signature) Date: \_\_\_\_\_

