

## 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 experiences in the five pillars of counselor education including counseling, teaching, supervision, research, and advocacy/leadership.

#### **Activity Selection:**

If students are not licensed, they are encouraged to focus a percent of these hours in direct clinical counseling experience.

If students wish to gain hours in a pillar where they already have experience (such as a licensed counselor counting clinical hours from their counseling practice), they are required to focus on new aspects of that experience (such as a licensed counselor doing group work who had not done group work in the past) and receive supervision for that new skill.

Students will need to have their individualized internship plan approved by the CES department head prior to the beginning of the semester.

#### **Supervision:**

The **Faculty Supervisor** is the instructor of their Internship course.

The **Site Supervisor** is the person who will complete all Internship paperwork and oversee their Internship activities. Students may have additional supervisors who provide direct observation and evaluation of the student and their internship activities (such as a clinical supervisor who will review counseling cases). All non-licensed students must have a clinical supervisor.

**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 the five CES pillars (mentioned above). The following minimum hours are required in each pillar: Teaching 135, Supervision 15, Research/Scholarship 50, Leadership/Advocacy 40, and there is no minimum counseling hours for cohorts 2025 and before but for cohort 2026 and going forward there are 60 required hours. Examples, of counseling hours includes face-to-face contact with a client(s) that involves counseling, reviewing treatment plans, medication education, family counseling, administering a test or assessment, etc. Teaching hours include facilitating the teaching of a class, large group, or small group, 1:1 mentoring and tutoring, dialoguing with students in Canvas on course-related topics, etc. Supervision hours include 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. Students will submit two audio/video recorded sessions OR two live observation evaluations of direct counseling experiences. They will also submit 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 site supervisor;
2. To provide assistance and consultation to the site supervisor;
3. The Faculty Internship Supervisor should be immediately contacted should any problem or change in relation to the student, site 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.

**The Site Supervisor Agrees:**

1. To be 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 meet with the student for an average of one hour per week individual or triadic supervision to go over progress in supervision hours and activities, which involves some examination of student work using audio/video recordings, observation, and/or live supervision.
3. To provide opportunities for the student to engage in the activities that meet the objectives in the designated internship sections above;
4. For supervisors of *clinical activities*, to provide settings for the student to conduct individual and group counseling sessions with assured privacy and sufficient space for appropriate equipment; and for non-independently licensed students: to create an alternative plan if the patient/client requires local access or immediate mental health services that are not conducive to tele-mental health services which includes safety planning in the event of an emergency; to create a contingency plan for times in which the online communications or devices do not work properly, and the tele-mental health session cannot continue.
5. To complete the Regent University School of Psychology and Counseling's evaluation forms, which are located in our online platform, Experiential Learning Cloud (formerly Tevera) at the mid-point and end of the semester.

**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 uphold professional standards of conduct and dispositions;
6. For clinical activities for students who are independently licensed mental health professionals, to provide emergency plans and services if the patient/client requires local access or immediate mental health services that are not conducive to tele-mental health services which includes safety planning in the event of an emergency and to create a contingency plan for times in which the online communications or devices do not work properly, and the tele-mental health session cannot continue.
4. To be punctual and present at the scheduled times of the student's internship; and
5. To complete the necessary evaluations of the field placement site and the site supervisor.

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

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

**May 11, 2026** TO **August 15, 2026** for **14 – 18** hours per week for 1 credit hour.

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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: \_\_\_\_\_

Supervisor Licensure Information:

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

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

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

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

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

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## SIGNATURES

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

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

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

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