

Wake Forest University  
Department of Counseling

Interim Practicum/Internship/Field Experience Contract

The Interim Contract is required during times in which a Wake Forest University counselor-in-training intends to engage in on-site experiences outside of the regular semester (e.g., before or after the Practicum or Internship course) in which they are registered is in session. For example, students who wish to work on-site during the Wake Forest University winter break in December and January, or students who wish to work on-site prior to the beginning of classes in August must complete this contract.

This contract needs to be signed, returned to and approved by the Practicum/Internship course instructor of record prior to beginning work at the site.

**Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone: (Mobile)** \_\_\_\_\_

**(Work)** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

This contract covers the period of \_\_\_\_\_ to \_\_\_\_\_.

I, \_\_\_\_\_ (student name) **am/was enrolled in the**  
**Practicum/Internship/Field Experience** (circle one)  
**course during** \_\_\_\_\_ (semester/year).

\_\_\_\_\_ **is the instructor of record.**

- A. The *Site Supervisor* will be the primary contact person during the time specified above and will:
1. Provide a minimum of one hour per week of clinical supervision conducted by the site supervisor. (Our department's national accreditation requires that supervision be formally arranged. Students are strongly encouraged to record counseling contacts for purposes of supervision by site supervisor.)
  2. Provide appropriate space for the counselor-in-training, as well as the opportunity to record clients.
  3. Be available to the counselor-in-training in case of emergency at the site
  4. Understands that the University Supervisor is not readily available during the interim period because it falls outside of the standard course time and/or semester.
  5. Work with the counselor-in-training to assure that course requirements and activities specified in the contract will be completed.
  6. Evaluate the intern's performance at the mid-term and end of the semester.

B. The *Counselor-in-Training* will:

1. Maintain a schedule, agreeing to formally notify the site supervisor for approval if a change is necessitated. It is understood that the schedule will conform to the work calendar of the site.
2. Carry out the specified activities and responsibilities that meet the internship requirements as related to the specific site.
3. Keep a log that records time spent at the site during the interim, and including weekly descriptions of activities. Logs will be reviewed and signed by the site supervisor during the weekly supervision session.

Because the university is not officially in session during the interim period, it may be difficult for the intern or site supervisor to contact the instructor of record or other faculty members. However, should any concerns or questions arise; the intern and/or site supervisor is encouraged to contact the instructor or another faculty member. The main office number is (336) 758-2317.

This agreement is accepted by the three parties with the expectation that its conditions will be met. In the event that those expectations are not met, the concerned party agrees to initiate communication to identify and discuss the difficulty, and to explore how barriers can be removed.

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Course Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_