

Appendix J: Internship Agreement

Internship Placement Agreement

Agreement of cooperation between the Marriage and Family Therapy Program (MFT) in the Department of Human Development and Family Studies, Auburn University, and _____ (agency).

The MFT Program will:

- 1) Assume initial responsibility for screening appropriate applicants.
- 2) Provide the placement with an opportunity to review any candidate and appropriate records before placement.
- 3) Assign a student to work at the placement for approximately _____ hours per week from _____ to _____. (4 weeks of leave allowed with a 12-month placement). (date: _____)
- 4) Conduct a weekly 2-hour group supervision session (max. of 6 students) and a weekly 1-hour individual supervision session (1 to 2 students) each term.
- 5) Assign an on-call faculty member for any emergency supervision during university breaks.
- 6) Require students to meet all internship placement requirements.
- 7) Provide a faculty member as a liaison between the placement and the MFT Program. The liaison person will:
 - a) Visit the student on-site at least once each term unless otherwise agreed,
 - b) Discuss with the on-site supervisor the progress of the student at least once each term and
 - c) Be available to the on-site supervisor regarding issues pertaining to the student and the placement.
- 8) Be responsible for the final determination of the student's grades based partially on the feedback of the on-site supervisor.

The Agency _____ will:

Agency

- 1) Have the right to interview prospective students and accept or reject students for placement for reasons related to the student's ability to function or perform specific tasks and assignments of the placement.
- 2) Accept students in internship placements without regard to age, culture, ethnicity, gender, physical disability, race, religion, or sexual orientation.
- 3) Provide a student with a professional experience including the following:
 - a. assignment of a sufficient caseload to provide _____ direct client contact hours per week, 50% of which should be relational,
 - b. opportunity to attend education sessions and
 - c. participation in ongoing projects.
 - d. Assign an on-site supervisor who will:
 2. Inform the university supervisor immediately of placement or student concerns,
 3. Evaluate the student's performance in writing at least once during the term according to the university's or agency's format.
 4. discuss the student's performance at least once during the term, and
 5. Provide on-site supervision at least once per week.

Intern

1. Provide the placement with approximately _____ hours per week of professional services, including actively working to maintain _____ billable hours per week, complete all required paperwork, and attend any required staff meetings.
2. Adhere to the policies and procedures of the internship placement.
3. Notify on-site and University supervisor of any concerns.
4. Conduct her or himself according to the ABEMFT & AAMFT Professional Codes of Ethics.
5. Attend on-campus weekly supervisions.
6. Complete the Clinical and Supervision Monthly Report Form of the MFT Program.
7. Understand that the internship is for approximately _____ months and continues over breaks. Four weeks of leave may be scheduled appropriately during a 12-month assignment.
8. Auburn University provides professional liability insurance for all AU students enrolled in clinical practicums/internships as part of their AU degree program.

Additional Comments and conditions specific to the student and agency named in this contract:

Agency Placement Representative

Date

MFT Director, Auburn University

Date

Family Therapy Internship Student

Date