Duquesne University
Counselor Education Program

STUDENT INTERNSHIP AGREEMENT

Directions:

Each student is to complete this form and submit a copy prior to starting Internship, to the Department Office (109 Canevin Hall).

1. I hereby attest that I have read and understand the American Counseling Association (ACA) Ethical Standards and will practice my counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on my part will result in my removal from Internship, a failing grade, and documentation of such behavior will become part of my permanent record. Such unethical actions may result in dismissal from the Counselor Education Program.

2. I agree to adhere to the administrative policies, rules, standards and practices of the Internship site unless such violate the professional standards of the counseling field or compromise the academic requirements of the Internship.

3. I understand that my professional and academic responsibilities include keeping my Internship supervisors informed regarding my Internship experiences.

4. I understand that I may not begin to accrue internship hours without successful completion of practicum, which is defined as hours completion, signed log submission and posted grade.

5. I understand that I will not be issued a passing grade in Internship unless I demonstrate the specified minimal level of professional counseling skill, knowledge and competence, and complete course requirements. I also understand that I must have a B (not B-) grade or better to pass the course.

6. I understand I must turn in my field placement and agreement forms in a timely manner prior to beginning the Internship experience.

7. I understand I must maintain active child abuse and criminal record clearances (current within one year) throughout my entire Internship experience or I will not be able to accrue hours.

8. I understand my field site and field site supervisor are subject to Counselor Education Program approval.

Student Signature _____________________________________ Date _________________

Print Name ___________________________ Email _______________________

Semester/Year ______________________________