

**UNIVERSITY OF WISCONSIN OSHKOSH  
DEPARTMENT OF COUNSELING and HUMAN SERVICES**

**PROGRAM MEMORANDUM  
PRF CNSL 797 – Counseling Internship I**

- A. The University of Wisconsin Oshkosh Department of Counseling and Human Services hereinafter referred to as “The Department”
- B. The internship I placement site will be hereinafter referred to as “The Agency”

WITNESSETH:

WHEREAS The Department must provide instruction in clinical areas of counseling for all students to achieve its objectives, and

WHEREAS The Agency is willing to provide on-site supervision and make its facilities available to The Department for this instruction.

NOW, THEREFORE,

- 1. The Department agrees to/that:
  - a. Provide students access to an online database with names of potential practicum sites.
  - b. Work in cooperation with the Agency’s Site Supervisor(s) and/or Clinical Director(s) in providing experiences which are in conformity with the Department’s policies governing clinical experience.
  - c. Follow official channels of communication, which will be between the Department’s Clinical Coordinator (and/or Faculty Supervisor as needed) and the Agency’s site supervisor. In matters of major policy, the official channel shall be between the Department’s Chair and the Agency’s Site Supervisor(s) and/or Clinical Director(s).
  - d. Assure that criminal background checks are completed on all students at the time of admission into the Department and each subsequent year after that.
  - e. Maintain required files on all students in clinical experiences, including but not limited to: TB test results, Admission to Candidacy, Mandated Reporter Certificate, Proof of Liability Insurance Coverage, Signed Application, Criminal Background Checks, and Student Responsibilities Agreement. The Agency may request copies of the actual documents and/or may review these documents in the Department, as necessary.
  - f. Advise all students of the importance of complying with all relevant state and federal confidentiality laws, including HIPAA, and with The Agency’s policies and procedure relating to HIPAA.
- 2. The Agency agrees to/that:
  - a. Participate in site visits between the Site Supervisor and the Department’s Clinical Coordinator (and/or Faculty Supervisor).
  - b. Communicate any concerns, questions, feedback, or issues/incidents to the Department’s Clinical Coordinator (and/or Faculty Supervisor as warranted).
  - c. Provide one hour of weekly supervision with the student.
  - d. Provide opportunities for the student to attain clinical hours (e.g., individual counseling, group counseling, classroom guidance, and other learning experiences) as required by CACREP for practicum and/or internship.
  - e. Provide 300 total clinical hours, 120 of which will be direct client/student contact hours.
  - f. Provide space for the student to meet confidentially with clients/students and to complete confidential paperwork such as case notes/treatment plans/etc., Faculty/student/Site Supervisor site visit, and have a space for minor personal items.

- g. For purposes of compliance with the Health Insurance Portability and Accountability Act and associated privacy regulations (HIPAA), students shall be considered part of the Agency's "work force" as that term is defined in HIPAA to include trainees and students. Students are not considered work force or employees of the Agency for other purposes, including but not limited to tax or employment law. The Agency shall provide the necessary training specific to HIPAA.
  - h. The Agency has ultimate responsibility for the care of its clients/students.
  - i. The Agency agrees to evaluate the students with forms provided to them by the Department.
3. Student Responsibilities:
- a. Meet all the requirements of practicum or internship as established by the CACREP standards, the Faculty Supervisor, and course syllabus (including individual counseling, group counseling, classroom guidance, and other learning experiences).
  - b. Abide by all the Agency's policies and regulations
  - c. Complete their annual Criminal Background Check and inform the Department and the Agency of any criminal convictions or charges that occur prior to or during the program (within 3 days of entry of the judgment of conviction).
  - d. Maintain appropriate liability insurance throughout their time in practicum and internship.
  - e. Always maintain professional interactions and presentation, including abiding by the Agency's dress code and practices.
  - j. Communicate any concerns, questions, feedback, or issues/incidents to the Agency's Site Supervisor, the Department's Clinical Coordinator, and the Faculty Supervisor.
  - k. Coordinate with the Agency to create a weekly schedule and a time and day for supervision.