

EPS 694 CMHC – Internship Contract – INITIAL ROUGH DRAFT

Directions: Intern should complete this first draft in writing *in direct collaboration with the site supervisor*. Once both intern and site supervisor agree on all elements of the contract, the intern should then complete the electronic version of the contract found online at https://nau.co1.qualtrics.com/jfe/form/SV_2iurX4fGJR5Qqgt The electronic version becomes the official contract.

Contact Information:

- Intern Name: _____
- Intern Email: _____@nau.edu
- Intern Phone: (____)____-_____
- Semester/Yr: _____
- NAU Campus _____
- Faculty Supervisor _____
- Faculty Supervisor Email: _____
- Agency Supervisor’s Name: _____
- Agency Supervisor’s Email: _____
- Agency Supervisor’s Phone: _____
- Agency Supervisor’s License: (ie, AZ LPC, LCSW, etc) _____
- Agency Supervisor’s Degree: _____
- Agency Supervisor’s (masters) Major: _____
- Agency Name: _____
- Agency Address: _____
- Agency Phone: _____
- Internship Start Date: _____ Anticipated Completion Date: _____

Direct Services (face-to-face services provided to clients)

Intake Interviewing – Activities described	Contact Hours

Individual Counseling – Activities	Contact Hours

Testing & Assessment – Activities	Contact Hours

Group Counseling - Activities described

Contact hours

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Family/Couple Counseling (if applicable) - Activities described

Contact hours

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Psycho-Educational Activities (if applicable) - Activities described

Contact hours

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Career Counseling (if applicable) - Activities described

Contact hours

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Other Direct Service Skills - Activities described

Contact Hours

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Direct Service Total (Should add up to a minimum of 240 hours):

Indirect Services (all other internship activities when not providing service to clients):

Documentation (intake reports, progress notes, treatment plans, discharge summaries, etc.)

Activities described

Hours

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Case Conference/Staff Presentations – described

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Other Non-Direct Service Skills – described (trainings, research, advocacy	Contact hours

Group Supervision (average of 1.5 hours per week throughout internship)
(handled by NAU faculty supervisor in person or via Skype - LIST DAY and TIME for these meetings here)

(ex., Mondays, 4:40-6:00) _____

Individual Supervision (average of 1 hour per week throughout internship)
(handled by agency supervisor)

(ex., Mondays, 4:40-6:00) _____

Next step: After completing this rough draft with your supervisor, the intern should then complete the Official Contract at https://nau.co1.qualtrics.com/jfe/form/SV_2iurX4fGJR5Qqgt