



Student's Name: \_\_\_\_\_

**NEW JERSEY CITY UNIVERSITY  
M.A. IN COUNSELING PROGRAM**

**CLINICAL MENTAL HEALTH COUNSELING  
PRACTICUM/INTERNSHIP AGREEMENT**

This Practicum/Internship Agreement (“Agreement”) is completed on \_\_\_\_\_ between \_\_\_\_\_ (the “Practicum/Internship Site”) whose business address is \_\_\_\_\_ and New Jersey City University (the “University”) M.A. in Counseling Program whose business address is 2039 Kennedy Boulevard, Jersey City, New Jersey 07305.

**Terms:**

The terms of this agreement shall begin on \_\_\_\_\_, and end on \_\_\_\_\_. Either party has the right to terminate this Agreement on a thirty (30) days prior written notice to the other at the addresses set forth in the first paragraph of this Agreement, provided that with respect to any internship committed to or commenced at the time of such notice, this Agreement shall remain in effect until the completion of such internship, subject to the right of \_\_\_\_\_ to withdraw a student from the internship program set forth in this Agreement.

**Purpose:**

The purpose of this Agreement is to provide qualified graduate students with a Practicum/Internship Counseling experience in the field of counseling.

Students in COUN 690 (Practicum) must complete supervised Practicum experiences that total a minimum of 100 clock hours. Forty (40) of those hours in Practicum must be in direct service to clients.

Students in COUN 694/695 (Internship I & II) must complete supervised Internship experiences that total a minimum of 300 clock hours, for each Internship Course. One hundred twenty (120) of those hours, for each Internship Course, must be in direct service to clients.

**The University Agrees:**

1. To assign a University Faculty Liaison to facilitate communication between the University and the Practicum/Internship Site.
2. To notify the student that he/she must adhere to administrative policies, rules, standards, schedules, and practices of the Practicum/Internship site.
3. That the University Faculty Liaison shall be available for consultation with both the Practicum Site Supervisor and students and shall immediately be contacted should any problem or change in relation to the student, site, or college occur.
4. That the University supervisor is responsible for the assignment of a fieldwork grade.

5. That the Practicum/Internship Site, in its sole discretion, makes the final determination as to whether a student is placed at the Practicum/Internship Site. And, the University agrees and understands that the Practicum Site has the final approval for placement of any student recommended by the University, and will permit the Practicum/Internship Site to withdraw the student when the student is unacceptable and undesirable to the Practicum/Internship Site for reasons of health, performance of duties, or other reasonable causes.
6. That prior to any student being placed at the Practicum/Internship Site, the University will provide written evidence of malpractice insurance coverage by providing a certificate of insurance indicating limits of liability of each incident at \$1,000,000 and \$3,000,000 in the aggregate and that the University will notify the Practicum/Internship Site within thirty (30) days of the malpractice insurance coverage being terminated or suspended, said termination or suspension being grounds for the termination of this Agreement.

**Practicum/Internship Field Site Agrees:**

1. To assign a Practicum/Internship supervisor who has appropriate credentials, time, and interest for training the Practicum/Internship student.
2. To provide opportunities for students to engage in a variety of counseling activities under supervision and for evaluating the student's performance.
3. To provide the students, subject to availability, with adequate work space, telephone, office supplies, and staff to conduct the professional activities as assigned.
4. To provide a minimum of one hour per week of individual supervision, that involves some examination of students' work using audio/video tapes, observation, and/or live supervision.
5. To provide written evaluation of the student based on criteria established by the University program.

The primary Practicum/Internship Site supervisor will be identified for a particular student being placed at the site. The training activities indicated below will be provided for the students in sufficient amounts, to the extent available, to allow adequate evaluation of the students' level of competence in each activity. The Clinical Coordinator will be the faculty liaison with whom the students and Practicum/Internship Site supervisors will communicate regarding progress, problems, and performance evaluations.

**Practicum/Internship Activities:**

The activities to be provided to the students by the Practicum/Internship Site may include:

1. Individual Counseling: Personal, Social, Educational, Career
2. Group Counseling: Co-leading, Leading
3. Intake Interviewing, Preliminary Assessment, Introduction to Services
4. Psychoeducational Activities: Group, Parent, Outreach, Skills Development, In-Service
5. Consultation: With Family/Parent, Teacher, Agency; for Referral, Team Collaboration

6. Report Writing, Record Keeping, Treatment Planning, Counseling Summaries
7. Individual Supervision
8. Group Supervision, Peer Supervision
9. Case Conferences, Staff Meetings
10. Other: \_\_\_\_\_

**HIPAA Compliance:**

The University acknowledges that Practicum/Internship Site must comply with the applicable portions of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), and the requirements of any regulations promulgated there under including without limitation the federal privacy regulations and the federal security standards. The parties agree that protected health information, as defined in 45 *CFR* 164.504, or individually identifiable health information, as defined in 42, *USC* 1320d (collectively “PHI”), concerning Practicum/Internship Site clients will be disclosed to the University faculty and students pursuant to this Agreement. The parties agree to implement appropriate safeguards to prevent the use or disclosure of any PHI. The University agrees that it shall inform and emphasize to faculty and students that, as a condition of participation in any Practicum/Internship program, its faculty and students shall keep PHU strictly confidential in accordance with Practicum/Internship Site policies and the requirements of state and federal law, including HIPAA. Faculty and students shall not disclose any such information to anyone else unless the Practicum/Internship Site’s HIPAA policies and procedures are followed. The University shall take reasonable steps so that all students and faculty are aware that PHI is confidential and must be treated as such and understand their obligations under HIPAA. The University shall specifically advise all students, faculty and officials that breaches of HIPAA shall be sufficient cause to have that person removed from participation in any Practicum/Internship Site program. The University agrees to promptly report to the Practicum/Internship Site any improper or unlawful use or disclosure of any PHI. The parties agree to make their respective internal practices, books, and records relating to the use and disclosure of PHI available to the Secretary of Health and Human Services to the extent required for determining compliance with HIPAA. Continued violations of this provision shall be considered a material breach of this Agreement. The HIPAA obligations shall survive termination of this Agreement.

IN WITNESS WHEREOF, and with full authority, the Parties hereto have executed this Agreement effective the date first above written.

FOR AND ON BEHALF OF

\_\_\_\_\_  
Site Facility Name

\_\_\_\_\_  
Site Supervisor’s Signature

FOR AND ON BEHALF OF  
NEW JERSEY CITY UNIVERSITY  
M.A. IN COUNSELING PROGRAM

\_\_\_\_\_  
NJCU Counseling Program Chair