

## Code of Ethics Assignment

As stated under student expectations, each Rehabilitation Counseling student is expected to adhere to the Code of Professional Ethics for Rehabilitation Counselors. Please read the following two codes (CRCC and ACA Code of Ethics) at <https://www.crc certification.com/code-of-ethics-4> and <https://www.counseling.org/knowledge-center/ethics> and sign this document stating you have read, fully understand and agree to adhere to all ethical standards and practices throughout your practicum and internship experiences. Submit this document along with your Internship Application Forms. Students will not be able to begin their practicum or internship experiences until this document is received by the university practicum/internship supervisor.

I, \_\_\_\_\_, have read and fully understand each section of The CRCC and ACA Code of Ethics. I agree to adhere to all ethical standards and practices as stated in the codes.

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## Internship Agreement

This agreement is entered into by the USU Rehabilitation Counseling Program,

\_\_\_\_\_, and \_\_\_\_\_  
(Agency) (Internship Student)

on \_\_\_\_\_ .  
(Month/Day/Year)

This field work placement will commence on \_\_\_\_\_ and will  
(Month/Day/Year)

terminate on \_\_\_\_\_ .  
(Month/Day/Year)

This experience shall involve a time commitment of \_\_\_\_\_ hours.

As the provider of the internship setting, the agency and site supervisor agrees to provide the following:

- 1. Appropriate experience:** The internship setting will provide sufficient opportunity for the student to be involved in appropriate experiences. Appropriate experiences are those activities in which counseling personnel employed at this facility participate. Also considered as appropriate experiences are activities which have been agreed upon by the student, site supervisor, and university internship supervisor as specified in the following statement of the student learning objectives.
- 2. Supervision:** The internship setting shall provide a site supervisor to whom the student shall be directly responsible. Supervision shall include regularly scheduled sessions at least one hour every week.
- 3. Evaluation:** The site supervisor and university practicum supervisor shall make regular contact (e.g., three times per semester, with one being a face to face visit via Skype/Zoom/AdobeConnect) during the internship in order to evaluate the student's progress. A final evaluation will be completed by the site supervisor and submitted to the university internship supervisor at the conclusion of the placement.
- 4. Learning Climate:** It is expected that the climate in the agency will be conducive to learning. Policies and procedures governing the provision of the agency's services will be clearly defined. Learning opportunities are expected to provide variety and depth.

**5. Supervisor Training:** As outlined by accreditation requirements, supervisors are asked to complete the Supervision Training Module through USU. This training will be completed one week prior to the start of the practicum/internship experience.

**The university internship supervisor will assume responsibility for the following:**

**1. Regular contact:** The university supervisor will meet with the student's site supervisor and the student during the internship to participate in the evaluation of the student's performance and to provide feedback (e.g., three times per semester, with one being a face to face visit via Skype/Zoom/AdobeConnect). This meeting will be in the format of either a site visit, online, or teleconferencing.

**2. Paperwork:** The university internship supervisor will gather, evaluate, and maintain all required paperwork.

**3. Signatures:** The university internship supervisor will obtain all necessary university signatures and check additional signatures to insure all documents are complete.

**4. Files:** Student internship files will be maintained and updated by the university practicum supervisor.

**The faculty supervisor will assume responsibility for the following:**

**1. Grades:** It will be the faculty supervisor's responsibility to assign grades based on the evaluations of the site supervisor. This will be done in consultation with the university practicum supervisor.

**2. Grievances:** The faculty supervisor shall be the intermediary, should any grievances occur.

**Approved by:**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
**Signature of Internship Student** **Signature of Site Supervisor**

3. \_\_\_\_\_  
**Signature of University  
Internship Supervisor**

## Student Data Form

Student completes and submits with internship application.

1. Student Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Student Address: \_\_\_\_\_

3. Student Identification A #: \_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. Internship Site: \_\_\_\_\_

6. Internship Site Address: \_\_\_\_\_

\_\_\_\_\_

7. Internship Site Telephone #: \_\_\_\_\_

8. Internship Site Supervisor: \_\_\_\_\_

9. Internship Site Supervisor Information

- Degree: \_\_\_\_\_
- Licensure and Certification: \_\_\_\_\_
- Years of Counseling Experience: \_\_\_\_\_

10. Internship Site Supervisor's E-Mail Address: \_\_\_\_\_

11. Internship Site Supervisor's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

12. Internship Site Supervisor's Phone #: \_\_\_\_\_

## **Student Learning Objectives**

The student will be required to establish two or three learning objectives for the specified grading period. Learning objectives should be meaningful and measurable; focusing on CACREP Accreditation Standards and improving student's counseling skills. The learning objectives should be originated by the student in cooperation with the site supervisor, and reviewed by the university internship supervisor. **(Each learning objective must include specific steps you will take to achieve your goal and how you will measure your progress. Please use as much space as needed to outline each learning objective.)**

Learning Objective 1:

Learning Objective 2:

Learning Objective 3: