

Memorandum of Agreement

Regarding Counseling Interns

Intent:

The intent of this agreement is to provide a professionally enriching experience both for professional counselors at SCC and graduate level counseling interns completing their graduate program intern requirements at SCC. The College and the FA enter this agreement acknowledging the professional responsibilities of SCC counselors to their profession and to their clients. Furthermore, the College and the FA are in agreement that counseling interns are not intended nor shall they be used to replace or substitute for or augment the professional services (including overload) of qualified full-time and part-time adjunct counselors at the College.

Nature of Internship:

An SCC counseling internship may be either multifaceted (i.e., the intern would have experiences in several counseling functions at the College during his/her internship) or have a specific focus (i.e., the intern would be assigned to one counseling area at the College during his/her internship.) The specific type of internship should be based on the expressed interest of the intern consistent with the needs of the College and as agreed upon by the Vice President for Student Affairs and the counseling service administrators involved. Internships shall be made available only in those counseling areas where professional counselors or counselor administrators have volunteered to participate in the internship program.

In general, counseling interns shall be directed and given an opportunity to perform counseling activities in a supervised setting. Appropriate counseling methods to be used during internships shall be determined by the supervisor and appropriate Dean of Students/administrator.

Interns may be permitted isolated/private/unobserved appointments of a counseling nature which include but are not limited to activities such as student activities, career planning/placement, financial aid, educational or personal counseling. Every effort will be made to have a meeting scheduled between the intern and his/her supervisor within 48 hours of such unobserved sessions. From the time unobserved sessions commence, no more than 50% of the intern's weekly schedule may be spent in such sessions. The appropriate counseling administrator will notify the PPC chairperson/CPC representative prior to the commencement of unobserved intern sessions.

When Internships Shall be Made Available:

Internships shall be made available only during day sessions in the fall and spring semesters when full counseling staffing levels are available. Delivery of an internship project could occur in an evening hour with designated on-site supervision only. Such projects would be limited to experiences that involved group presentations, programs or preparation for such programs. Internships shall not be made available in the evening and summer sessions or during the intersession period.

Internship Eligibility:

The PPC shall review the applications and credentials of graduate students applying for SCC internships and make recommendations to the appropriate Dean of Students/administrator on the eligibility of the applicants. Graduate students eligible for counseling internships must have successfully completed 18 graduate credit hours in counseling and have included among these credits the appropriate methodology and counseling theory courses prior to commencing the internship at the College.

Number of Interns:

There shall be no more than one intern for each supervising counselor. The number of interns in a counseling service area shall not exceed half ($\frac{1}{2}$) the total number of professional full-time staff (including counseling administrators) in the service area, rounding down to the nearest whole number. In any event, the minimum number of interns in any counseling area shall be one and the maximum number of interns in any counseling service area at any one time shall be three, with the total number of intern hours in a counseling service area not to exceed forty-five (45) per week.

An intern's hours shall be limited to 15 hours/week during the semester, except in those specialized internships areas (e.g., social work) where the maximum number of hours/week shall not exceed 21. The Faculty Association shall receive prior notice for all interns in those specialized areas who are scheduled to work in excess of 15 hours/week.

Counseling Faculty Participation:

Counseling faculty participation in an internship program is at the sole discretion of the individual faculty member.

Counseling faculty shall be polled in writing to volunteer to participate in any internship program. Such polling shall take place subsequent to requests for internship placements but prior to the College's commitment to sponsor any given internship.

Counseling faculty who volunteer to participate in this program may have the following opportunities for involvement as mutually agreed upon by the affected counseling faculty member and the appropriate Dean of Students/administrator:

Supervising Counselor: This is the professional SCC counselor on record at the sending institution as supervising the intern's SCC experience. This faculty member coordinates and/or assigns the activities of the graduate student during the internship period. He/she writes all evaluations, processes the formal paper work for the intern and communicates with the sending institution. The supervising counselor works with the other counselors who have volunteered to participate in this program (assisting supervisors) regarding the nature of the particular intern experience and gathers pertinent information regarding the intern's progress from the other counselors assisting in the particular internship.

The ACES, ACA, and/or NASW Guidelines for Ethical Counseling Supervision shall be used to determine the eligibility for a supervising counselor.

The supervising counselor, who may be a Unit III, IV or exempt counseling professional, shall not spend more than 20% of his/her time involved in the intern training program over the course of the entire internship, as mutually agreed upon between the affected counselor and his/her immediate supervisor.

No more than one intern shall be supervised by a supervising counselor at any one time.

In the event that a supervising counselor is out on leave during the period of the internship, the Dean of Students shall make arrangements for appropriate supervision of the intern during the supervising counselor's absence.

Assisting supervisor: This is a professional SCC counselor who has volunteered to participate in the internship program but who is not the supervisor of record. He/she agrees to provide appropriate supervision and/or observational opportunities for the intern as mutually agreed upon with the supervising counselor. The assisting supervisor shall also provide immediate feedback to the intern on the experience he/she has had. The assisting duties of the professional counselor shall not exceed 20% of his/her previously assigned duties during the period of the internship.

Unit III counseling faculty members who participate in the internship program shall retain all their contractual rights and responsibilities except as explicitly modified by this agreement. Professional performance of supervising or assisting with a counseling intern shall not be made a part of the formal evaluation procedures. A participating counselor may choose to include his/her participation in the internship program as a part of the professional development or college/community service requirements in the promotion application.

All professional counselors and interns participating in this program shall be subject to the ACA and/or NASW Code of Ethical Standards (attached). In the event that a violation of this code occurs within the context of the internship program, the College may take appropriate action in accordance with the provisions of the collective bargaining agreement.

Counselor/Client Relationship Protection:

In order not to undermine the implied relationship between clients and the SCC professional counseling staff and to insure the client's rights of proper informed consent, all clients using the college's counseling services shall be informed of in writing and have an opportunity to decline an appointment with an intern.

Association Notice:

Ten (10) days prior to the commencement of any internship, the FA shall be notified of the names of the interns, their supervising counselor, the duration of the internship and the number of hours/week involved in the internship.

Review:

The College and the FA agree to review the provisions of this agreement after it has been in effect for one year.

Distributing Credits:

College credits made available to SCC or an SCC counseling professional for participating in an internship program with an accredited graduate program in counseling shall be assigned to the College and sold at 80% of their market value. These discounted credits shall be made available to the following groups in order and within groups on a seniority basis:

- Full or part time counseling faculty in the affected area during the time of the internship
- Full or part time counseling faculty on the campus in which the internship took place
- Full or part time counseling faculty collegewide
- Other full or part time faculty based on a collegewide seniority list

Any one faculty member who has purchased discounted credits shall not be offered an additional opportunity for discounted credits until all other faculty in his/her priority group or priority groups above his/her group have had an opportunity to purchase available discounted credits.

Credits available under this program shall offered in 3 credit blocks, or fewer at the purchasing faculty member's request. The maximum purchase at one time shall be 3 graduate credits.

February 12, 1993