



MEMORANDUM OF AGREEMENT
Supervisory Agreement

The purpose of this Memorandum of Agreement is to set forth terms of supervision of a master's level counseling intern in the Professional Counseling Program at Texas State University. The Parties to this Agreement understand and agree to the following:

1. [Redacted] (Counseling Intern Name) will serve as a graduate-level counselor intern from the Texas State University Professional Counseling Program. The internship site is located at (Name and physical address of site) [Redacted]

2. The internship will begin on (semester start date) [Redacted], and end on (semester end date) [Redacted], for an approximate total of [Redacted] clock hours of experience. Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Internship students participating in the internship arrangement at the time of termination will be allowed to complete the semester assignment.

3. [Redacted] (Supervisor name with credentials) will serve as the On-site supervisor for the counselor intern during the above-stated period. On-site supervisor's phone number at the site: [Redacted] and email address: [Redacted]

- 4. The On-site supervisor will be responsible for:
- Providing a Professional Disclosure Statement for Supervision and Proposed Activity Plan
- Providing a minimum of one hour of weekly individual supervision; additional supervision in any format is at the discretion of the site supervisor
- Providing supervision on an emergency basis, as needed
- Providing the ability to video/audio record counseling sessions for University supervision
- Consulting with the University Supervisor about the counselor intern's progress
- Providing ongoing evaluative feedback to the counselor intern
- Completing a midsemester evaluation during the internship semester, and a final written evaluation at the end of each internship semester
- Providing a total of 300 clock hours within the semester, with a minimum of 120 hours being face-to-face direct clinical contact with clients

- 5. Internship activities that are appropriate for professional practice in counseling:
- Direct Services - All interns will provide at least 120 hours of face-to-face counseling services each semester (40 hours of which are relational for the MCFC concentration; 240 hours in one semester for school counseling), including: individual counseling, group counseling, couples counseling, family counseling, play therapy; parent, teacher, and administrator consultation; classroom guidance activities (for school setting).
- Indirect Services - All interns will provide the remaining 180 hours required each semester (360 hours in one semester for school counseling) in professionally relevant activities such as: workshops, in-service trainings, staff meetings, individual and group supervision, documentation, referrals, reviewing video/audio tapes, reading, consultation with other professionals, appropriate test administration and interpretation.

Any judicial action or proceeding between the parties relating to this Agreement and all claims arising from this Agreement shall be brought in the federal or state courts serving Hays County in the State of Texas.

12. Sovereign Immunity. Notwithstanding any provision of this contract, nothing herein shall be construed as a waiver by Texas State University of its constitutional, statutory or common law rights, privileges, immunities or defenses. To the extent the terms of this paragraph conflicts with any other provision in this contract, the terms of this paragraph shall control.

13. Any questions regarding the Internship program, its procedures, or this memorandum shall be discussed with those signing below:

[Redacted Signature Box]

On-site Supervisor Signature

[Redacted Signature Box]

Tracy Chiles, Ph.D. University Representative: Practicum & Internship Coordinator

[Redacted Signature Box]

Kevin Fall, Ph.D., LPC-S Department Chair: Counseling, Leadership, Adult Education & School Psychology Program

14. Only Agreement. This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding of written or oral agreements between parties respecting the within subject matter.

Executed on the day and year first above written.

Facility/Agency Representative:

[Redacted Printed Name Box]

Printed Name

[Redacted Signature Box]

Signature

[Redacted Title Box]

Title

[Redacted Date Box]

Date

Texas State University:

Michael O'Malley, Ed.D.

Printed Name

[Redacted Signature Box]

Signature

Dean, College of Education

Title

[Redacted Date Box]

Date