

**STONY BROOK UNIVERSITY  
ADDICTION PROFESSIONALS SCHOLARSHIP PROGRAM**

**FIELD PLACEMENT/INTERNSHIP LEARNING AGREEMENT**

**Directions:** Please compose a draft of this field placement/internship learning agreement in collaboration with your Education & Training Provider (ETP) and Internship Site. Once all 3 parties have finalized the agreement, obtain all necessary signatures, make three (3) copies, and submit one copy of this agreement to the Internship Site Supervisor and another to the ETP's Faculty Supervisor or other authorized official. Please be sure to also maintain a signed copy for your files. If you choose to complete your internship hours at multiple internship sites, ensure that you have a separate agreement for each site and distribute/maintain copies for each site as previously indicated.

The purpose of the Credentialed Alcoholism and Substance Abuse Counselor (CASAC) internship is to enable student interns to gain professional training experience prior to becoming a CASAC to better acquaint them with a CASAC's duties and responsibilities. Additionally, student interns will be able to apply the knowledge from the CASAC course to the field and to complete internship hours towards the CASAC credential.

**Field Placement/Supervised Internship Requirements:** a minimum of 120 hours for students at a community-based/continuing education ETP who choose to complete an internship . Individuals who already hold a Master's degree with eligibility for NYSED clinical licensure who only need to complete Section 1 of the 350 curriculum and 15-hours of SUD specific ethics and who choose to complete an internship will be required to complete a minimum of 35 hours.

For any students completing the combined CASAC educational requirements via this scholarship opportunity (total of 350 educational clock hours), the required field placement/supervised internship hours will be commensurate with their program type (i.e., community-based/continuing ed. = 120).

Once your internship term has been satisfactorily completed, we encourage the internship placement site to consider the intern for employment, and/or to serve as a professional

reference for the intern. By the end of the internship, the student intern must be able to demonstrate all 12 core functions of an alcohol and/or drug counselor, including: 1) screening; 2) intake; 3) orientation; 4) assessment; 5) treatment planning; 6) counseling; 7) case management; 8) crisis intervention; 9) client education; 10) referral; 11) reports and record keeping; and 12) consultation.

### **Section 1: Internship Site Supervisor**

#### **Internship Site Supervisor Responsibilities**

As an Internship Site Supervisor, I agree to:

1. Clearly discuss the student intern's responsibilities, expectations, and internship requirements with the student intern;
2. Provide the student intern with a comprehensive orientation on our organization's policies and procedures;
3. Provide the student intern with opportunities to practice all components of the 12 core functions;
4. Work with the student intern to achieve internship goals, duties, and learning objectives;
5. Conduct an appropriate criminal background check of the student intern as required by NYS OASAS;
6. Provide ongoing supervision and offer constructive feedback on the quantity and quality of the student intern's work to assist in their professional development;
7. Sign off on the student intern's hours on a routine, agreed upon schedule (i.e., weekly, bi-weekly, monthly, quarterly, by semester, etc.) and at the end of the internship;
8. Remain in close communication with the ETP's Faculty Supervisor, if one is assigned, regarding the student intern's status, performance, and progress so that all parties involved (internship site, student intern, and ETP) are satisfied with the placement;
9. Inform the ETP Faculty Supervisor if there are any concerns I may have about the student intern's performance and/or behavior; and
10. Complete an evaluation of the student's overall performance at the end of the internship.

Please use the space below to add Internship Site Supervisor responsibilities that are not listed above, including how supervision will be managed:

Internship Site Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
Title and Department \_\_\_\_\_ Email \_\_\_\_\_  
Internship Site Name \_\_\_\_\_ Fax \_\_\_\_\_  
Internship Site Address \_\_\_\_\_  
Internship Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 2: Education & Training Provider (ETP) Faculty Supervisor (Please complete only if applicable to internship.)**

**ETP Faculty Supervisor Responsibilities**

As an ETP Faculty Supervisor, I agree to:

1. Communicate with the student intern to provide guidance and support (amount and level of communication will be mutually agreed upon) in accomplishing the student intern's learning objectives;
2. Remain in close communication with the Internship Site Supervisor to discuss the student intern's status, performance, and progress, which will assist me in providing appropriate counseling regarding their performance at the internship;
3. Assess the student intern's learning based on: the internship duties listed in this agreement; the student intern's daily journal or log; my meetings with the Internship Site Supervisor; the Internship Site supervisor's evaluation; completed activities required by the program, including specified hours at the site; the final student intern evaluation; and any other rubric not mentioned here; and
4. Assess and address any concerns that the internship site/Internship Site Supervisor may have with the student intern's performance and/or behavior, and in conjunction with the internship host, determine whether to provide closer supervision of the student intern or refer them to a more suitable internship site.

Please use the space below for additional ETP Faculty Supervisor responsibilities that are not listed above:

Faculty Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_  
Title and Department \_\_\_\_\_ Email \_\_\_\_\_  
Education & Training Provider Name \_\_\_\_\_ Fax \_\_\_\_\_  
Education & Training Provider Address \_\_\_\_\_  
Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Section 3: Student Intern**

#### **Internship Description, Duties, and Responsibilities:**

**[Please list responsibilities here, including total weekly hours, overall goal(s), and specific objectives.]**

As a Student Intern, I agree to:

1. Obtain proper approval to participate in the internship from my ETP Faculty Supervisor or other authorized official at the ETP offering the CASAC program in which I am participating.
2. Behave in a professional manner at all times, including maintaining appropriate boundaries with staff and clients, adhering to the NYS OASAS CASAC Canon of Ethical Principles, the policies and procedures, rules and regulations of the internship site, and

- the direction of the Internship Site Supervisor and staff at the internship site;
3. Be punctual and reliable, reporting to the internship site on the days and times expected and/or notifying the Internship Site Supervisor when I am unable to attend;
  4. Participate in supervision meetings with the ETP Faculty Supervisor and/or the Internship Site Supervisor as determined by each supervisor;
  5. Complete the internship learning agreement and submit one copy to the Internship Site Supervisor and another copy to the ETP Faculty Supervisor or other authorized official at the ETP by: \_\_\_\_\_;
  6. Perform the responsibilities, the duties, and the tasks of my position to the best of my ability;
  7. Complete the academic and internship requirements outlined in this internship agreement under the guidance of my ETP Faculty Supervisor;
  8. Complete the minimum number of internship hours (120);
  9. Notify my ETP Faculty Internship Supervisor of any changes I need to make in this agreement or of any issues that may develop at the internship site; and
  10. Submit completed copies of my signed internship learning agreement, field placement/internship hours, and any evaluations or supervisor feedback to my CASAC program ETP to be included in my student file.

**Note:** CASAC-350 Section 1 only students (individuals with accredited and qualifying master's or higher degrees which lead to eligibility for LMSW/LCSW, LMHC, LMFT, LCAT, or Licensed Psychologist NYSED licensure) may complete 15 hours of SUD-specific ethics through the CASAC-350 educational program or via the NYS OASAS Learning Thursday Year of Ethics Learning Series.

Please use the space below for additional Student Intern responsibilities that are not listed above:

Student Intern's Printed Name \_\_\_\_\_

Student Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_