



Office of Addiction Services and Supports

OASAS. Every Step of the Way.

CASAC 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 and the CASAC, gambling designation (CASAC-G) internship is to enable student interns to gain professional training experience prior to becoming a CASAC/CASAC-G to better acquaint them with a CASAC/CASAC-G's duties and responsibilities. Additionally, student interns will be able to apply the knowledge from the CASAC/CASAC-G course to the field and to complete internship hours towards the CASAC/CASAC-G credential.

Field Placement/Supervised Internship Requirements: a minimum of 120 hours for student interns whose ETP is a community-based/continuing education program; a minimum of 240 hours for student interns who are completing the CASAC-350 program in conjunction with either an Associate or Bachelor's degree program or undergraduate-level credit-bearing coursework; and a minimum of 500 hours for student interns who are completing the CASAC-350 program in conjunction with a Master's degree program or graduate-level credit-bearing coursework. 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 will be required to complete a 35 hour internship. For individuals who already hold a CASAC credential and will only be completing the educational requirements for the additional Gambling designation (total of 60 educational clock hours) via this scholarship opportunity, a minimum of 20 hours of field placement/supervised internship hours must be

completed in an approved setting providing gambling-specific services. For any students completing the combined CASAC and Gambling designation educational requirements via this scholarship opportunity (total of 410 educational clock hours), the required field placement/supervised internship hours will be commensurate with their program type (i.e., community-based/continuing ed. = 120, undergraduate = 240, graduate = 500; however, a minimum of 20 of these hours must be completed in an approved setting providing gambling-specific services).

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 one of the programs below in which I am participating:
 - a. Check the appropriate program (please check both if you are completing a combined educational program via this scholarship opportunity):

CASAC program

CASAC-G program

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 requisite number of hours of the internship within one (1) year of completing the CASAC/CASAC-G course;
 - a. Check the appropriate program:
 - 120 hours for CASAC 350-hour program for community-based/continuing education
 - 240 hours for CASAC 350-hour program for Associate/Bachelor's level
 - 500 hours for CASAC 350-hour program for Master's level
 - 35 hours for CASAC Section 1 and 15 hours of SUD-specific ethics only
 - 20 hours for CASAC-G 60-hour program only
9. **CASAC-350 only:** Begin my qualifying internship hours only after completing Section 1 and a minimum of 50% of Section 2 (160 total clock hours) of the CASAC-350 program unless I am actively performing responsibilities within the CASAC-T/Intern Scope of Practice at the time of admission to the CASAC-350 program (applicable only to community-based organizations and continuing education programs);
10. **CASAC-350 Section 1 only (for individuals with accredited and qualifying Master's or higher degrees which lead toward eligibility for LMSW/LCSW, LMHC, LMFT, LCAT, or Licensed Psychologist NYSED licensure):** Begin my qualifying internship hours only after completing Section 1 and completing 15 hours of SUD specific ethics (100 total clock hours) of the CASAC program unless I am actively performing responsibilities within the CASAC-T/Intern Scope of Practice at the time of admission to the CASAC program (applicable only to community-based organizations and continuing education programs). Please note that the 15 hours of SUD-specific ethics may be completed through the CASAC-350 educational program or via the NYS OASAS Learning Thursday Year of Ethics Learning Series;

11. **CASAC-G only (for individuals who currently hold a CASAC credential and are only completing the Gambling designation):** Begin my qualifying internship hours only after completing all 60 hours covered in Sections A-D of the Gambling-specific curriculum content unless I am otherwise qualified and actively performing functions within the CASAC-G/Intern Scope of Practice at the time of admission into the CASAC-G 60-hour program (applicable only to community-based organizations and continuing education programs);
12. **CASAC-350 AND CASAC-G (for individuals who are completing both credentials simultaneously):** Begin my qualifying internship hours only after completing Section 1 and a minimum of 50% of Section 2 (160 clock hours) of the CASAC-350 program and all 60 hours covered in Sections A-D of the Gambling-specific curriculum content (220 total clock hours) unless I am otherwise qualified and actively performing functions within the CASAC-G/Intern Scope of Practice at the time of admission into the CASAC-G 60-hour program (applicable only to community-based organizations and continuing education programs). If the internship hours will be completed at separate agencies, I understand that I am responsible to develop separate learning agreements outlining the learning objectives for each placement;
13. 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
14. 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.

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 _____