

SVA  NYC
INTERNSHIP AGREEMENT

The following constitutes an agreement between _____,
hereinafter known as the student intern, and _____,
hereinafter known as the internship, and the School of Visual Arts, as to the conditions by which
each will participate in the program requirements of the Master of Professional Studies (MPS) in
Art Therapy Department at the SVA.

It is agreed by the above named parties that:

I. THE STUDENT INTERN:

- A. Will participate in an internship for the entire duration of the MPS Art Therapy Program. The student intern is required to complete a total of **960 hours** of internship service (**240 hours** per semester) gaining internship experience consistent with the requirements of the internship and the MPS Art Therapy Department at the School of Visual Arts. The student intern will spend a minimum of **16 hours** per week at the internship site and a minimum of **8 hours** in supervised contact with clients. The student intern is required to attend a minimum of **1 hour** per week of onsite supervision and **2 hours and 50 minutes** per week of classroom supervision. Student interns who do not finish the requisite **240 hours (224 for 1st Year Students, 1st Semester)** will receive a grade of 'Incomplete' in the supervision course for that semester, and will not receive a letter grade until all hours have been completed.
- B. Will be responsible for the following:
1. The student intern will comply with all internship regulations in accordance with the Affiliation Agreement between the internship and the School of Visual Arts.
 2. The student intern will perform internship assignments reliably, professionally and in a timely manner.
 3. The student intern will submit all contracts, time sheets and evaluations to the faculty supervisor in a timely manner.
 4. The student intern must be on time to the internship. If the student intern is going to be late, he/she must notify the on-site supervisor. If the student intern is more than 25 minutes late, he/she will be considered absent for the day.
 5. The student intern should not exceed **two (2)** absences per semester. Internship hours should only be missed in cases of emergencies or serious health issues. The student intern will inform the onsite supervisor and internship coordinator verbally when he/she is absent from the internship, and when the internship hours will be made up.

6. The student intern will dress appropriately and adhere to the specific regulations of the internship.
 7. The student intern will notify the onsite supervisor, faculty supervisor and internship coordinator of any difficulties and/or problems relating to the internship, and if needed complete necessary documentation.
 8. The student intern must receive a satisfactory evaluation from his/her onsite supervisor and faculty supervisor.
 - a. Students who are terminated from their internship for failure to follow the guidelines of this agreement will be required to re-take their supervision class in the next academic year.
 - b. The MPS Art Therapy Department only accepts grades of B- or higher. Students who receive a grade lower than a B- in their supervision class will be placed on academic probation, will be required to leave their internship and must repeat the class in the next academic year. Students who are placed on academic probation for two semesters will be asked to leave the program.
 - c. Student interns who receive an unsatisfactory evaluation or a notification of unsatisfactory conduct will be subject to a hearing to determine the probationary guidelines. Student interns who violate probationary guidelines will be subject to a disciplinary hearing to determine if the student intern is to receive further probationary guidelines or be removed from the internship/supervision class. Those who may be present at hearings will include student intern, onsite supervisor, faculty supervisor, internship coordinator, department chair, and any other appropriate department administrators and/or faculty members.
- C. Will adhere to the following ethical guidelines:
1. *Confidentiality*. The identity of clients, or information that would reveal the identity of clients, cannot be given without specific permission from the client and/or internship. The only exceptions are cases when the clients may be dangerous to themselves or others, or in cases of child abuse. In such situations there may be legal requirements that relevant agencies must be notified. Student interns are **required to familiarize themselves with, and adhere to confidentiality procedures of their internships, the MPS Art Therapy Department and the laws of the state**. Art/case materials discussed in class must be prepared in such a way that confidentiality is maintained.
 2. *Recognition of qualifications and limitations*. Student interns must recognize their limitations as therapists-in-training. It is incumbent upon student interns to recognize when clinical situations are beyond their knowledge or ability. When such situations arise, student interns must seek assistance from their on-site supervisor, faculty supervisor and internship coordinator.
 3. *Identification as student intern*. Student interns will explicitly identify themselves as interns to their clients, in reports, and in other professional activities. They will not misrepresent their training, qualifications or status.

4. *Paperwork.* Student interns will accurately and reliably and professionally maintain written and/or other records as required by their internship, and submit them in a timely manner.
5. *Dual Relationships.* Student interns will refrain from clinical work with individuals whom the student intern is involved with in other types of relationships. Such ‘dual relationships’ may inhibit the effectiveness of the student intern’s clinical work and may jeopardize both the client and the student intern. Fellow students, coworkers, friends and family members are not to be seen as clients.
6. *Prohibition regarding sexual conduct or harassment.* Under no circumstances shall student interns become involved in sexual or romantic relationships of any kind with clients at their internship. Student interns must refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters.
7. *Self-awareness and monitoring.* Student interns will monitor their own emotional and physical status and should be aware of any conditions that might adversely impact their ability to serve their clients. If such conditions arise, student interns must inform their on-site supervisor, faculty supervisor and the internship coordinator.
8. *Ethics discussion with the onsite supervisor.* Student interns must discuss the ethical standards of their internships with the onsite supervisor before performing any clinical work or client contact.

II. THE ONSITE SUPERVISOR:

- A. Will receive the student intern as a professional entitled to full privileges of the clinical internship, with the understanding that he/she is not being assigned as a volunteer. Student interns will be included in seminars, rounds and case consultations.
- B. Will ensure that student interns are oriented to legal and ethical standards, procedures, responsibilities and facilities at the internship.
- C. Will ensure that the student intern has fulfilled all internship requirements.
- D. Is required to provide interns with a minimum of **one (1) hour of individual supervision** per week
- E. Will ensure sure that the student intern receives **eight (8) supervised hours of direct client contact** appropriate to the student intern’s abilities per week.
- F. Will know the limitations of a student intern as an art therapist-in-training, and recognize when clinical situations are beyond a student intern’s knowledge or ability. If necessary, the onsite supervisor should seek assistance from the internship coordinator.

- G. Will sign all contracts, agreements, timesheets, evaluation forms and other documentation in a timely manner.
- H. Is strongly encouraged to attend MPS Art Therapy Department supervisory meetings to ensure successful communication with all parties.
- I. Is aware and in agreement that the internship coordinator will observe and evaluate the student intern at the internship, or the internship itself, if deemed necessary.

III. THE FACULTY SUPERVISOR:

- A. Works with and maintains contact with the internship coordinator and on-site supervisor regarding student progress, including strengths/challenges, in developing a professional identity and a personal style as art therapists-in-training.
- B. Provides student interns with a 2 hour and 50 minute weekly supervision group class.
- C. Provides an opportunity for students to process case material, countertransference/transference material, provide and receive supportive and constructive feedback, and increase interpersonal competencies.
- D. Will attend regularly scheduled faculty and faculty supervisor meetings.

IV. THE INTERNSHIP COORDINATOR:

- A. Serves as liaison between the MPS Art Therapy Department at the School of Visual Arts and the internship, and establishes a formal agreement that clearly identifies the responsibilities of both parties. This document is known as the Affiliation Agreement. The School of Visual Arts provides professional liability insurance against claims that arise in conjunction with the executive responsibilities assigned to student interns at the internship.
- B. Serves as liaison between student interns, onsite supervisors and faculty supervisors and is responsible for all aspects regarding the design, implementation and evaluation of the internship program.
- C. Provides student interns, onsite supervisors, and faculty supervisors with an internship packet that states the objectives, policies and procedures pertinent to the internship.
- D. Assists onsite supervisors and faculty supervisors in planning an educational program for student interns, and is available for consultation throughout the year.

- E. Ensures that the needs of clients, student and internship and are met.
- F. Will be available for consultation and internship site visits regarding any concerns and/or questions when deemed necessary.

Any exceptions to this agreement will be granted in writing at the discretion of the MPS Art Therapy Department. These guidelines are to be adhered to by the student intern, the onsite supervisor, the faculty supervisor and the internship coordinator in order to maintain the student intern's place within the program. The student intern is encouraged to communicate with the onsite supervisor, the faculty supervisor and the internship coordinator regarding any issues that may arise as a result of this agreement, the program or the internship.

INTERNSHIP AGREEMENT

I have read the preceding and agree to abide by the guidelines put forth.

Student Intern's Signature Date

Student Intern's Name

Onsite Supervisor's Signature Date

Onsite Supervisor's Name

Faculty Supervisor's Signature Date

Faculty Supervisor's Name

Liz DelliCarpini, Internship Coordinator Date