



KEAN

October 29, 2025

RE: EMILY ROKOSZ

Dear Nicole Ahern,

We appreciate your willingness to consider accepting Counselor Education graduate students from Kean University for placement with The Township of Union Public School District. **EMILY ROKOSZ** has requested clinical placement with your district for the Spring 2026 (01/12/2026- 5/12/2026) semester, which would be an ideal experience. The following is the Contract used between agencies/schools and our program.

PRACTICUM/INTERNSHIP CONTRACT

This contract specifies an agreement between the Counselor Education Department's Graduate Program at Kean University, Union, NJ, and The Township of Union Public School District.

Purpose:

The purpose of this agreement is to provide a qualified graduate student with a Practicum/Internship experience in the field of counseling.

The Counselor Education Program Responsibilities:

1. To approve a student who has successfully completed all prerequisite courses for Practicum/Internship;
2. To disseminate the *Supervisor Manual*** to each Agency/School On-site Supervisor which includes a Course Outline for Practicum/Internship in Counseling which clearly delineates the requirements of the experience;
3. To designate a qualified faculty member as the Practicum/Internship instructor who will work with the Agency/School in coordinating the experience;
4. To provide bi-weekly consultation (by the Practicum/Internship instructor) with on-site supervisors and be available should any problem or change in relation to student, site, or University occur;
5. To notify the student that s/he must adhere to the administrative policies, rules, standards, schedules and practices of the Agency/School;
6. To advise the student that s/he must have adequate professional liability insurance; and
7. To be responsible for the assignment of the final grade.



KEAN

The Practicum/Internship Site Responsibilities:

1. To provide the Practicum/Internship student with an overall orientation to the Agency/School's specific services necessary for the implementation of the experience;
2. To designate a qualified staff member to function as On-site Supervisor. The On-site Supervisor will be responsible for providing opportunities for the student to engage in a variety of counseling activities under supervision, and for evaluating the student's performance. (Suggested counseling experiences are listed below);
3. To provide structured, individual or triadic supervisory contact of at least one (1) hour per week. Supervisory contact involves some examination of student work using audio/video recordings, observation, and/or live supervision;
4. To maintain regular contact with the students' Practicum/Internship instructor regarding students' progress and receive consultation as needed;
5. To video or audio record two to five sessions with client and/or guardian approval;
6. To provide online evaluation to the student based on criteria established by the Counselor Education Program.
7. To provide the University and Students with their guidelines, protocols and policies related to the prevention of the spread of COVID-19.

Practicum/Internship Activities:

Intake Interview	Community Outreach	Psycho-educational
Staff Meetings	Family Counseling	groups
Individual Counseling	Report writing/ preparation	Training/Professional
Case Conference	Consultation	Career Counseling
Group Counseling	Supervision	Development

The Internship/Practicum site should provide the student with the following opportunities in order to fulfill course objectives:

1. To complete at least **120 clock hours** per semester for the **Practicum**, including at least 30 direct service hours each in individual counseling and in group counseling (total of 60 direct service hours);
2. To complete at least **300 clock hours** per semester for each **Internship**, including at least 60 direct service hours each in individual counseling and in group counseling (total of 120 direct service hours);
3. To counsel clients representing all aspects of diversity within the community;



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4. To receive at least one hour of individual clinical supervision per week from the on-site supervisor;
5. To engage in a variety of professional activities, including record keeping, supervision, information and referral, consultation, in-service training, advocacy, and staff meetings, as well as direct service.
6. Additionally, the site should offer the following:
 - a. A setting for individual and group counseling with assured privacy; and
 - b. An orientation session reviewing site policies, procedures, and protocols, including procedures

Students are permitted to serve as interns only during the semester in which they are enrolled and may not bank hours before the semester begins or work beyond the semester. Arrangements for continued direct service between semesters, if any, must be between the Site and the Student. Otherwise, the schedule for the field experience is arranged between the student and his/her On-site Supervisor.

Please do not hesitate to contact me if you have any questions or need additional information (Office-908 737 5950, CEDCC@kean.edu). Thank you for your time and attention to this matter. It is greatly appreciated.

Sincerely,

Shana Gelin, PhD
Clinical Coordinator
Department of Counselor Education