

## BETWEEN-SEMESTER HOURS

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It is possible for counselor trainees to earn a maximum of 30 hours of direct and indirect service hours between the end of Internship I semester and the beginning of Internship II semester (“between semester” hours) if that is agreeable to their field site placement. However, field site administrators must understand that the Counseling Program has no legal/supervisory responsibility for the trainee during this time (when they are not enrolled in an internship class).

### PROCEDURES:

1. Discuss the arrangements for accumulating between-semester hours with your site supervisor and receive permission from the appropriate field site administrator (e.g., school principal/agency director). You must secure a letter (on field site letterhead) signed by the field site supervisor that verifies this situation and conditions. Suggested wording for this document is provided below.
2. **Turn in the letter or have the letter sent from your field site to your instructor of record, to be included in your end of semester paperwork.** Be sure to keep a copy for your records. This letter will be placed in your department file.
3. Keep careful record of the direct and indirect hours you earn at your field site using the *Between-Semester Log* form in the Practicum/Internship Handbook. Have your field site supervisor verify this record by signing and dating the form. **Keep a copy for your records.**
4. Provide the signed and dated *Between-Semester Log* to your Internship II instructor on the first night of class. Record these hours in the space provided on the Internship Record of Hours that you are using for Internship II semester. The *Between-Semester Log* will be placed in your department file.

### SUGGESTED WORDING OF DOCUMENT TO BE PROVIDED ON FIELD SITE LETTERHEAD:

\_\_\_\_\_  
(name of field site) agrees to allow  
\_\_\_\_\_  
(name of counselor trainee) to work  
under supervision at the field site during the period between their first and second internships. It is understood that the Counseling Program and Texas A&M University-Commerce has no legal connection to the counselor trainee during this period and will provide no supervision services.

The period covered in this agreement is: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

Field Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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