

PRACTICUM CONTRACT

This agreement is made on _____ by and between _____
(Date) (Field site)

and _____. The agreement will be effective for a period
(University program)

from _____ to _____ for _____ per week for _____
(Starting date) (Ending date) (No. hours) (Student name)

Purpose

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

The university program agrees

1. to assign a university faculty liaison to facilitate communication between university and site;
2. to provide the site prior to placement of the student the following information
 - a. profile of the student named above and
 - b. an academic calendar that shall include dates for periods during which student will be excused from field supervision;
3. to notify the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
4. that the faculty liaison shall be available for consultation with both site supervisors and students and shall be immediately contacted should any problem or change in relation to student, size, or university occur; and
5. that the university supervisor is responsible for the assignment of a fieldwork grade.

The practicum site agrees

1. to assign a practicum supervisor who has appropriate credentials, time, and interest for training the practicum student;
2. to provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student's performance (suggested counseling experiences included in the "Practicum Activities" section);
3. to provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;
4. to provide supervisory contact that involves some examination of student work using video tapes, observation, and/or live supervision; and
5. to provide written evaluation of student based on criteria established by the university program.

Within the specified time frame, _____ (site supervisor) will be the primary practicum site supervisor. The training activities (checked below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity. _____ (faculty liaison) will be the faculty liaison with whom the student and practicum site supervisor will communicate regarding progress, problems, and performance evaluations.

Practicum Activities

- | | |
|---|---|
| 1. Individual counseling/psychotherapy
Personal/social nature
Occupational/educational nature | 6. Consultation
Referrals
Professional team collaboration |
| 2. Group counseling/psychotherapy
Coleading
Leading | 7. Psychoeducational activities
Parent conferences
Outreach |
| 3. Intake interviewing
Taking social history information | 8. Career counseling |
| 4. Testing
Administration
Analysis
Interpretation of results | 9. Individual supervision |
| 5. Report writing
Recordkeeping
Treatment plans
Treatment | 10. Group or peer supervision |
| | 11. Case conferences or staff meetings |
| | 12. Other (please list) _____ |

Practicum site supervisor _____ Date _____
Student _____ Date _____
Faculty liaison _____ Date _____