

## LETTER TO PRACTICUM SITE SUPERVISOR

Dear Practicum Site Supervisor,

Date \_\_\_\_\_

The enclosed contract is designed to formalize the arrangement between \_\_\_\_\_ (University Program) and \_\_\_\_\_ (Practicum Site) for student counselors enrolled in the practicum at \_\_\_\_\_ (University). The practicum activities have been selected based upon CACREP guidelines, state licensing or certification requirements, and the university and program faculty recommendations.

If the guidelines, agreements, and practicum activities are followed closely, the student counselor should have the opportunity to demonstrate counseling competencies at an increasing level of complexity in the amount of time contracted. We realize that a practicum site may not be able to provide access for the student to every activity because of the differences that exist in individuals and institutions. The contract for each practicum experience will indicate those activities that can be provided.

We appreciate and thank you for your interest and cooperation in helping to prepare professional counselors and psychologists.

Sincerely,

\_\_\_\_\_  
(Name of Professor)

Ph. # \_\_\_\_\_