



# M.A. in Counseling Practicum Agreement

Department of Counselor Education  
**Clinical Mental Health Counseling**

\_\_\_\_ Cleared by Advisor  
for Registration

PLEASE PRINT CLEARLY

Student Information

Name: \_\_\_\_\_ KU Student ID #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ KU E-mail address: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Spring, Year: \_\_\_\_\_

Students submit entire signed agreement and proof of ACA membership and liability insurance to the KU academic advisor by the third Monday in October. Note. Students are registered for practicum administratively. Please enroll in your other classes as soon as registration opens.

**Student: Review this document with you site supervisor and obtain their signature on p. 2 & 4 (you also sign p. 4). Submit completed original to [coufieldexperience@kutztown.edu](mailto:coufieldexperience@kutztown.edu)**

PLEASE PRINT CLEARLY

**Site and Site Supervisor Information (please attach your resume to this agreement if available)**

Supervisor Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Are you KU alumni? \_\_\_\_\_

E-mail address: \_\_\_\_\_

Supervisor Highest Degree (circle one)

M.A. M.S. M.Ed. M.S.W. Ph.D. Psy.D. Ed.D. Other (specify): \_\_\_\_\_

Specific Name of Degree (e.g., Counseling, Social Work): \_\_\_\_\_

Supervisor license/certification (circle all that apply):

LPC MFT NCC LCSW LSW Licensed Psychologist Other (specify): \_\_\_\_\_

Number of years of master's level (and higher) counseling experience: \_\_\_\_\_

Number of years of master's level (and higher) supervisor experience: \_\_\_\_\_

Brief summary of supervision training (e.g., coursework, CEUs, experience): \_\_\_\_\_

**Supervisor: Please review all requirements, check and sign on p. 2, and sign on page 4.**

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*Office Use Only:*

\_\_\_\_ Site Approved

\_\_\_\_ Site Not Approved – Information sent to program coordinator to initiate agreement.



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## Department of Counselor Education

### Clinical Mental Health Counseling

#### I. Responsibilities of On-Site Supervisor:

- Hold the following qualifications: 1) A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses; 2) A minimum of two years of pertinent professional experience in the program area in which the student is enrolled; 3) Knowledge of the program's expectations, requirements, and evaluation procedures for students; 4) Relevant training in counseling supervision (CACREP, 2009, p. 14).
- Hold an orientation that addresses site policies and procedures for crisis intervention, mandated reporting, ethics, PA law, HIPAA, and other relevant professional, ethical, and legal practices.
- Provide supervision aligned with the student-counselor's clinical mental health focus.
- Provide the student with 40 hours of direct service opportunities for counseling. \*Note. Students may apply co-counseling to the required 40 hours of direct client contact; however, shadowing does not count as part of direct client contact.
- Provide opportunities for the student-counselor to develop skills in intake and evaluation; treatment planning; research, psycho-education; case management; consultation and team meetings.
- Practicum students will be 100% in-person and on-site.
- Supervise the student-counselor for a minimum of one hour per week in face-to-face individual or triadic (one supervisor with two supervisees) supervision.
- Sign-off on trainee's log of hours and clinical case notes.
- Assess and evaluate the student-counselor's performance using on-line assessment measures accessible in e-mail link provided by the department twice during the practicum semester.
- Notify the faculty supervisor immediately if a change of supervisor is necessary. \*Note. All supervisors must complete a practicum agreement.
- Notify the faculty supervisor immediately if significant concerns arise that may require remediation or termination of the student's practicum.
- Assure that the student-counselor has the opportunity for audio or video recording of a minimum of one session for purposes of university and on-site supervision.

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Site Supervisor Signature

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Date



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#### II. Responsibilities of University Faculty Supervisor:

- Hold the following credentials: 1) a master's degree or higher in counseling or a related field; 2) a license in counseling or a related field; 3) formal supervisor training and evidence of on-going supervisor training; 4) five or more years of experience as a supervisor; 5) graduate level teaching experience.
- Collaborate with the on-site supervisor and student-counselor to develop a challenging practicum experience consistent with professional standards and student-counselor personal and professional interests, abilities, and goals.
- Develop a course syllabus that reflects purposes, goals, and objectives of the field of professional clinical mental health counseling at the practicum level. Course requirements include but are not limited to: 40 hours of direct client contact; one hour of weekly on-site supervision; three hours of university-based supervision, and self-, supervisor, and client-evaluations.
- Facilitate student-counselor development in weekly sessions of university-based group supervision.
- Provide on-site supervisor with measures for assessing the trainee's performance twice during the practicum semester.
- Review logs and sign off on university-based supervision upon request.
- Provide the student with on-going formative and integrated summative feedback on progress as a professional counselor. Assess student-counselor completion of requirements, participation in university-based supervision, site supervisor-, client- and self-evaluations, SAPER review, and direct evidence of work with clients (recorded or in-person).
- Provide on-site visitation upon request of the on-site supervisor, or as deemed useful and timely.
- Assume primary responsibility for checking the practicum student's proof of liability insurance and professional membership, checking logs, and assigning a course grade.

#### III. Responsibilities of Practicum Student:

- Initiate and secure a practicum placement agreement and submit the original signed agreement along with proof of ACA membership and proof of liability insurance to the faculty advisor by the third Monday in October the semester before practicum.
- Provide proof of valid Acts 34, 114, 151 clearances, child abuse reporter training, proof of counseling liability insurance and recent TB Test if updated clearances are required by the site.
- Contact sites inquiring about available practicums. Secure interview(s). Review agreement with on-site supervisor and assure that requirements can be satisfied. Get agreement signed by supervisor, you sign it, and submit to faculty advisor by the third Monday in October. Please inform your faculty advisor of problems securing a site in a timely manner.
- Participate in an orientation to the practicum site, which may be in addition to the 100 clock hours.
- Obtain required clearances and documentation in time to begin practicum the start of the semester.
- Participate in 3-hour/week university-based group supervision and complete all course requirements.
- Maintain a weekly log detailing hours of direct client contact (40 hrs total minimum), university-based group supervision (3 hrs/wk), on-site supervision (1hr/wk minimum), and other activities specified in the syllabus and required by the site.
- Practicum students will be 100% in-person and on-site.
- Maintain an accurate written log of activities and experiences and secure the site and university supervisor's signatures on a weekly basis.
- Perform all duties and activities in accordance with FERPA, HIPAA, ACA Ethical Standards, PA Law, policies of the on-site agency, and Kutztown University.



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#### IV. Problems and Termination of Agreement

- The term of this Agreement shall be 1 academic semester.
- If problems/concerns arise with the Practicum Student or terms of the site agreement, the faculty or on-site supervisor may make modifications or terminate the agreement **ONLY** in consultation with all parties involved. Follow these steps for modification or termination of agreement.
  1. Contact the University Supervisor or Site Supervisor within 48 hours to discuss concerns.
  2. Notify the practicum student within 48 hours of the concern.
  3. Submit a written report of concerns to all parties involved.
  4. Make a decision for modification or termination of agreement in consultation with all parties.
  5. If applicable, issue an amendment to the agreement.
- In consultation, any party may terminate this Agreement in the event of a substantial breach.
- Nondiscrimination. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Educational Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

#### Practicum Student:

“For course registration purposes, I would **NOT** be available to attend COU Practicum in Counseling class on the following evenings:

\_\_\_ Monday      \_\_\_ Tuesday      \_\_\_ Wednesday      \_\_\_ Thursday

“By my signature below, I authorize the Department of Counselor Education to register me for COU580 Practicum in Counseling.”

The undersigned agree to all the provisions stated in the Practicum Site Agreement.

Practicum Student \_\_\_\_\_

Date \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_

Date \_\_\_\_\_