

UNIVERSITY TEMPLATE AGREEMENT INSTRUCTIONS
AND APPROVAL COVER SHEET

This cover sheet should be used for the following University Template Agreements **only**.

Check One

- School Counseling Practicum Agreement
- School Counseling Internship Agreement
- Clinical Mental Health Practicum Agreement
- Clinical Mental Health Counseling Internship Agreement

- I. The originating University program coordinator should complete the Template Agreement and send to the Practicum/Internship Site with instructions to return it to the originating University program coordinator. Original or scanned manual signatures and electronic signatures are acceptable.
- II. After the signed Template Agreement has been signed by the Practicum/Internship Site and returned to the originating University program coordinator, the following approval section should be completed.

Originating University Program Coordinator _____
Practicum/Internship Site _____

To the best of your knowledge, are there any USA employees who have a relationship, financial or otherwise, with a party involved in this transaction or with an employee, representative, or agent of a party in this transaction? Yes No

IF “YES,” YOU MUST SUBMIT THIS AGREEMENT THROUGH THE AGREEMENT APPROVAL AND TRACKING SYSTEM.

I am aware of and approve all business terms of this agreement and certify that no changes have been made to the University-approved template attached hereto.		
_____ Program Coordinator Printed Name	_____ Program Coordinator Signature	_____ Date

- IV. Email this cover sheet and the Template Agreement to Dr. Tres Stefurak (jestefurak@southalabama.edu) for signature with instructions as to whom the agreement should be returned.



UNIVERSITY OF SOUTH ALABAMA

CLINICAL MENTAL HEALTH COUNSELING PRACTICUM AGREEMENT

Practicum Information			
Practicum Site:		Semester/Year:	
Student Information:			
Name:		Email:	
Semester/Year:			
Site Supervisor Information			
Name:		Phone:	
Email:			
University Faculty Supervisor Information			
Name:		Phone:	
Email:			
CMHC Practicum & Internship Coordinator Information			
Name:		Email:	

Introduction:

The Practicum/Internship program is a joint undertaking between the Practicum Site and the University of South Alabama's Clinical Mental Health Counseling Master of Science program housed in the Department of Professional Studies in the College of Education. The purpose of this letter is to outline the agreement between the student, the Practicum Site, and the University of South Alabama.

Agreement:

The student and the University of South Alabama Clinical Mental Health Counseling Practicum & Internship Coordinator (**PIC**) agree to abide by the policies, procedures, general guidelines, and working arrangements observed and outlined in the CMHC Practicum and Internship Manual. By signing this agreement, PIC is indicating that he/she has agreed to be the students' clinical Site Supervisor during the Practicum experience, which includes orientation, scheduling, and evaluation of experiences, as well as provision of directives and guidance in regard to the provision of counseling and psychotherapy services. The PIC may also assign other appropriately credential individuals at the Site to supervise the student's work during the Practicum experience. The **PIC** will cooperate with the Practicum Site in organizing the Practicum experience. The University Faculty Supervisor will also provide weekly group supervision to the student as part of the Practicum experience.

Clinical & Counseling Psychology Ph.D. | Clinical Mental Health Counseling M.S. | Educational Technology M.S. | Instructional Design M.S. & Ph.D. Instructional Design & Performance Improvement B.S. | Library Media M.Ed. | School Counseling M.Ed.

DEPARTMENT OF COUNSELING & INSTRUCTIONAL SCIENCES
COLLEGE OF EDUCATION & PROFESSIONAL STUDIES
3800 UCOM | 307 N. University Blvd. | Mobile, Alabama 36688-0002
TEL: (251) 380-2861 | FAX: (251) 380-2713 | <http://www.southalabama.edu/colleges/coe/cins>

Template Approved by GCO (4.12.2022)

PIC's Responsibilities:

1. Act as a liaison to the Practicum Site in matters concerning the student's scheduling, learning experiences, and evaluation.
2. Provide copies of Practicum guidelines, evaluation forms, and information requested concerning the counseling program at the University of South Alabama. A practicum evaluation form will be sent to the Site-Supervisor at the mid-point and at the end of the student's Practicum experience.
3. Take appropriate action to facilitate the Practicum or resolve problems.
4. Consult via phone call twice per month with Site Supervisor regarding ongoing progress of the student.

University Faculty Supervisor's Responsibilities:

1. Provide weekly group supervision to all students who are actively accruing hours at a Practicum Site. Group supervision is not designed to directly manage a student's clinical work with clients; rather, the focus is on the student's professional identity development, working knowledge in various domains of practice, and ability to reflect on and improve his/her overall counseling skills.
2. Communicate with the Site Supervisor throughout the semester about the student's progress and development.

Site Supervisor's Responsibilities:

1. Make available facilities, room space, and a client population to the intern. The Practicum student will need 100 hours at a Site and should both observe and directly deliver various counseling services (e.g., intake assessments, individual counseling, group counseling, psychoeducation, outreach, case management, etc.). During the Practicum, the student should have the opportunity to autonomously or in co-counseling/therapy formats provide clinical services to clients under the weekly supervision of the Site Supervisor.
2. The Site Supervisor, or other clinical supervisors at the Site as designated by the Site Supervisor of record, will meet weekly with the intern for at least one contiguous hour of clinical supervision.
3. Review, confirm, and sign the student's weekly hours log, attesting that the activities described therein are accurate depictions of the student's time spent in the various activities at the Practicum Site.
4. Provide orientation, appropriate resources, access to counseling opportunities, and appropriate learning materials/readings to the student.
5. Inform student as to the Practicum Site's procedures for handling client crises, including specific methods for the student to receive oversight and supervision when dealing directly with a crisis situation.
6. Inform the PIC of any change in procedures and policies that directly influence the Practicum experience.

7. During the course of the Practicum, the Site Supervisor will directly observe (either live or via audio/visual media) the student's counseling work on at least 2 occasions per semester, dispersed throughout the Practicum experience. The Site Supervisor will complete a program feedback form rating the student's skills on each occasion.
8. Provide the student with the opportunity to become familiar with a variety of professional activities and resources in addition to direct service hours (e.g., record keeping, assessment instruments, supervisors, information and referral, in-service and staff meetings, etc.).

Student's Responsibilities:

1. The student will comply with all policies and procedures at the Practicum Site.
2. The student will comply with all directives from Site Supervisor and other administrative/leadership staff at the Practicum Site. If directives conflict with ethical mandates, the student will consult immediately with the PIC.
3. The student will be present at designated days and times agreed upon between the student and Site Supervisor.
4. The student will give reasonable notice to the Site Supervisor for any significant time the student plans to spend away from the Practicum Site and not present on the designated days and times.
5. The student will comply with ACA ethical guidelines.
6. The student will regularly attend the 1.5-hour supervision group at the University of South Alabama each week.
7. The student will be present at the weekly hourly supervision appointment scheduled with the Site Supervisor.
8. The student shall obtain and maintain throughout the term of the clinical education experience, professional liability coverage insuring student for any claims and/or damages resulting from his/her acts and omissions, with limits of liability coverage of not less than \$1,000,000.00 per occurrence and \$3,000,000.00 annual aggregate. As evidence of such coverage, the student will furnish to the University of South Alabama and the Practicum Site a certificate of insurance prior to commencement of this Agreement. Such certificate shall provide that the aforementioned coverage cannot be materially altered or canceled without at least thirty (30) days written notice received by the University of South Alabama and Practicum Site. Failure of the student to obtain and maintain such coverage shall be grounds for immediate termination of the student's clinical training at Practicum Site.

- **Proposed Field Experience:** Concisely outline the proposed field experience below, making clear the chief responsibilities of the student. Working with the Site Supervisor, the student is to list the various duties she/he plans to perform at the Practicum Site (e.g., individual counseling, group counseling, case management, crisis counseling, classroom guidance, outreach, career planning, etc.) and the approximate allocation of time per week. The student may take advantage of new opportunities as they arise; the list below is an overview of the general duties the Site Supervisor expects the student to perform.

Practicum Checklist:

- **Practicum Site Approval:** The Practicum Site either has pre-approved status or a Practicum Site visit has been completed and the Practicum Site has received approval from the **PIC**.
- **Site Supervisor Qualifications:** The Site-Supervisor has the following qualifications:
 1. At least a Master’s degree in a mental health profession, e.g., counseling, psychology, psychiatry, psychiatric nursing, marriage & family therapy, or social work.
 2. A minimum of 2 years of professional experience (post-degree) as a mental health professional.
 3. The Site Supervisor has relevant training in clinical supervision, either through graduate coursework or continuing education coursework.
 4. Please list any of the Site Supervisor’s relevant certifications and licenses here (*licensure or certification is preferred but not required*):

- **Direct Service Expectations:** By signing this form, the Site Supervisor attests that the student will be able to accrue the required on-site hours for Practicum at the Practicum Site. The proposed Practicum Site will allow the student to complete 100 hours on-site. A minimum of 40 of these hours should be direct client service work. Ten of these 40 hours can be accrued in the observation-only of a senior clinician’s client services. However, the remaining 30 must be accrued through the student either autonomously delivering services or delivering services in a co-therapy/co-counseling modality alongside a senior clinician. The proposed Practicum Site will be able to provide sufficient opportunity for the student to engage in autonomous delivery of counseling services in order to meet these hours expectations. “Direct Service” hours should generally conform to the definitions and stipulations listed below.
 - CACREP defines direct service as “interaction with clients that includes the application of counseling, consultation, or human development skills. In general, the term is used in these standards to refer to time spent by Practicum or Practicum students working with clients.”
 - ACA further defines professional counseling as, “The application of mental health, psychological, or human development principles, through cognitive, affective, behavioral or systematic intervention strategies, that address wellness, personal growth, or career development, as well as pathology.”
 - At the level of Practicum training, observing others providing counseling services, while also highly valuable as a training tool, is not considered direct service during the Practicum experience.
 - The majority of the “direct service” hours should be spent in either individual or group counseling, with “counseling” as defined above.

Clinical & Counseling Psychology Ph.D. | Clinical Mental Health Counseling M.S. | Educational Technology M.S. Instructional Design & Development M.S. & Ph.D. | Instructional Design & Performance Improvement B.S. | Library Media M.Ed. | School Counseling M.Ed.

DEPARTMENT OF COUNSELING & INSTRUCTIONAL SCIENCES | COLLEGE OF EDUCATION
3800 UCOM | 307 N. University Blvd. | Mobile, Alabama 36688-0002
TEL: (251) 380-2861 | FAX: (251) 380-2713 | <http://www.southalabama.edu/colleges/coe/ps>

- **Practicum Timeframe:** The *expected* dates of the Practicum are from _____ (start date of the semester) to _____ (end date of the semester), and the estimated average number of hours per week the student will spend at the Practicum Site is **10-12 hours/week**.

Please Sign on the next Page, which is the Signature Page.

The undersigned are in agreement with the above-mentioned terms and conditions.

UNIVERSITY OF SOUTH ALABAMA

USA CMHC Practicum and Internship Coordinator

Date

Student

Date

University Faculty Supervisor

Date

James Stefurak, Ph.D.
Associate Dean
College of Education & Professional Studies

Date

PRACTICUM SITE

By: _____
Title: Site Supervisor

Date _____

By: _____
Title: Practicum Site Administrator

Date _____