

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 ([jstefurak@southalabama.edu](mailto:jstefurak@southalabama.edu)) for signature with instructions as to whom the agreement should be returned.



UNIVERSITY OF SOUTH ALABAMA

**SCHOOL 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:			
SC Practicum & Internship Coordinator Information			
Name:		Email:	

**Introduction:**

The Practicum program is a joint undertaking between the practicum Site and the University of South Alabama's School Counseling Master of Education 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 Practicum student and the University of South Alabama School Counseling Practicum & Internship Coordinator (PIC) agree to abide by the policies, procedures, general guidelines, and working arrangements observed and outlined in the School Counseling Practicum and Internship Manual. By signing this agreement, the Site Supervisor is indicating that he/she has agreed to be the students' Site Supervisor during the Practicum, which includes orientation, scheduling, and evaluation of experiences, as well as provision of directives and guidance in regard to the provision of school counseling services. The Site Supervisor may also assign other appropriately credentialed individuals at the Practicum 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 Supervisor will also provide weekly group supervision to the student as part of Practicum experience.

**PIC's Responsibilities:**

1. Act as a liaison to the Practicum Site in matters concerning the student's scheduling, learning experiences, and evaluation. Dr. Upton can be reached at 380-2664 or at [amyupton@southalabama.edu](mailto:amyupton@southalabama.edu).

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2. Provide copies of Practicum guidelines, evaluation forms, and information requested concerning the counseling program at the University of South Alabama. A student 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

### **University 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 students; rather the focus is on the student's professional identity development, attaining working knowledge in various domains of practice, and increasing the student's 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 student. The Practicum student will need 100 hours (40 direct services and 60 indirect services) at the Practicum Site and should both observe and directly deliver various counseling services (e.g., individual counseling, group counseling, large group guidance, etc.). During the Practicum, the student should have the opportunity to autonomously or in co-counseling formats provide school counseling services to students under the weekly supervision of the Site Supervisor.
2. The Site Supervisor, or other certified supervisors at the Practicum Site as designated by the Site Supervisor of record, will meet weekly with the student for at least one hour of counseling 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 school's procedures for handling student 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, if permissible) the student's counseling work on at least 5 occasions dispersed throughout the Practicum experience.

### **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 the 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.

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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 ASCA and 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 individual/triadic supervision appointment with his/her University Supervisor, if required.
  8. The student will be present and participate in the hour of weekly supervision with his/her Site Supervisor.
- **Proposed Field Experience:** Concisely outline the proposed field experience below, making clear the chief responsibilities of the student. Working with a 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.

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**Practicum Checklist:**

- **Site Approval:** The Practicum Site either has pre-approved status or a Site visit has been completed and the 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 school counseling or a counseling related field
  2. A minimum of 2 years of professional experience (post-degree) as a School Counselor.
  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*):

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- **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 will allow the student to

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complete 100 hours on-site and 40 hours of direct client service work. The proposed Practicum Site will provide sufficient opportunity for the student to engage in autonomous delivery of counseling services 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.”
  - Activities should be commensurate with the roles and duties of a school counselor as outlined by the American School Counseling Association (ASCA).
- **Practicum Timeframe:** The expected dates of the Practicum are from \_\_\_\_\_ (DD/MM/YY; start date of the semester) to \_\_\_\_\_ (DD/MM/YY; end date of the semester), and the estimated average number of hours per week the student will spend at the Practicum Site is \_\_\_\_\_.

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

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names on the date or dates set opposite the signature of their respective duly authorized representative.

**UNIVERSITY OF SOUTH ALABAMA**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
University Supervisor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Counselor Practicum and Internship Coordinator

By: \_\_\_\_\_ Date: \_\_\_\_\_  
James R. Stefurak  
Associate Dean  
College of Education & Professional Studies

**PRACTICUM SITE**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Site Supervisor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Principal

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*Template Approved by GCO (4.12.2022)*