



SCHOOL OF NATURAL  
AND SOCIAL SCIENCES

*Master of Arts in Clinical Mental Health Counseling*

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## PRACTICUM SITE AGREEMENT

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**The purpose of this agreement is to provide a qualified counseling graduate student with a field-based supervised experience in counseling. The student must complete a minimum of 100 clock hours during the course of the practicum placement, which must extend for a minimum of 10 weeks and not exceed the semester/term of course enrollment.**

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### **The Graduate Program in Counseling of ETBU agrees:**

1. To assign a faculty supervisor to facilitate communication between ETBU and the site supervisor.
  2. To provide orientation, assistance, consultation, and professional development opportunities to the site supervisors.
  3. To have faculty supervisor maintain regular communication with the site supervisor and the counselor-in-training. The faculty supervisor should be immediately contacted should any problems or change in relation to student, site, or college occur.
  4. To ensure that the faculty supervisor is responsible for assigning a grade upon the counselor-in-training's successful completion of practicum.
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### **The Practicum Site agrees:**

1. To assign a site supervisor who is has a minimum of a masters level degree with a minimum of two years of experience in the field.
2. To assign a supervisor who:
  - a. has the time for and interest in supervising the counselor-in-training,
  - b. will review the practicum/internship section in the ETBU Graduate Handbook for the Master of Arts in Counseling Program, and
  - c. will uphold the expectations and standards outlined in the handbook.
3. To provide 100 on-site hours for the counselor-in-training which include opportunities for the student to engage in a variety of counseling activities and fulfill the following requirements:
  - a. Direct Service: a minimum of 40 hours for counselor-in-training of direct services to clients which can include any combination of face-to-face contact, individual, group, and family counseling.
  - b. Indirect Service: The remainder of the 60 hours will be indirect hours, which may include professional development, staff meetings, in-services, report-writing, case consultation, etc.
  - c. Site Supervision: (this is part of indirect service hours) weekly interaction with an average of one hour per week of individual or group supervision. In cases of group supervision, there can be no more than two students at a time.
4. To provide necessary and appropriate technology to assist with field-based training.

5. To provide a setting for individual counseling, with assured privacy and sufficient space for appropriate equipment.
6. To provide appropriate supervision—individual or group—that involves direct examination of the counselor-in-training work using audio recordings or in-vivo observation, as appropriate and practical.
7. To provide opportunities for the counselor-in-training to work with clients representing a diversity of presenting concerns, cultural backgrounds, and possible disabilities.
8. To evaluate the counselor-in-training’s performance using the forms provided and submit these documents in a timely manner.

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**The ETBU Counselor-In-Training Agrees:**

1. To purchase liability insurance and to provide copies to the site supervisor and the faculty supervisor.
2. To submit a resume and any necessary documentation to the site supervisor.
3. To adhere to the administrative policies, rules, standards, schedules, and practices of the site.
4. To be punctual and present at scheduled times of the counselor-in-training’s practicum.
5. To ensure each client he/she works with is provided informed consent of the counselor-in-training’s status as a graduate student according to state law.
6. To complete the necessary evaluations, including mid-term and final student evaluations and student’s site evaluation.

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**Within the specified time frame, \_\_\_\_\_ (Site Supervisor) is the primary practicum site supervisor. \_\_\_\_\_ (Faculty Supervisor) will be the faculty practicum supervisor. The faculty supervisor will facilitate communication between the counselor-in-training, the site supervisor, and the site regarding the student’s progress, any problems, and performance evaluations.**

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SCHOOL OF NATURAL AND SOCIAL SCIENCES

Master of Arts in Counseling

PRACTICUM SITE AGREEMENT

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

Site Address, City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Type License: \_\_\_\_\_ License Number and State of Issuance: \_\_\_\_\_

Date First Licensed: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

- Copy of current license renewal attached
- Copy of malpractice insurance cover sheet attached
- Statement regarding any ethical complaints ever filed against site supervisor

This agreement is made on \_\_\_\_\_ (mm/dd/yy), by and between  
(internship site name) \_\_\_\_\_

and the Master of Arts in Counseling program at East Texas Baptist University.

This agreement will be effective from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)  
for \_\_\_\_\_ hours per week for \_\_\_\_\_ credit hours for

(Counselor-in-training full legal name) \_\_\_\_\_

Signatures:

Counselor-in-training: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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