



**Department of Human Development and Psychological Counseling
Professional School Counseling Program & Clinical Mental Health Counseling**

TO: Practicum and Internship Field Placement Supervisors

In accordance with the Standards published by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), we need to know what relevant training you have had in providing counseling/clinical supervision.

Please check all supervision/clinical training(s) that apply to you:

- Training provided by ASU HPC Faculty
- District Training
- Training at professional associations/conferences, such as American Counseling Association – ACA, North Carolina School Counselors Association –NCSCA, North Carolina Counseling Association –NCCA, etc.
- ASU/HPC In-Service
- Workshops/Conferences
- Coursework
- Other (please specify)

If you have not received any relevant training in supervision, please read the attached article summarizing those expectations and special considerations necessary to meet the training requirements of CACREP.

Have you now read the attached supervision article? Yes No

Article attached: Wood, C., & Dixon Rayle, A. (2006). A model of school counseling supervision: The goals, functions, roles, and systems model. *Counselor Education & Supervision*, 45, 253-266. Retrieved from: <http://aca.metapress.com/app/home/contribution.asp?referrer=parent&backto=issue,2,6;journal,15,42;linkingpublicationresults,1:112972,1;>

On-Site Supervisor Signature _____ Printed Name _____ Date _____

Field Placement Student’s Name (Printed) _____ County/System _____

Thank you again for all your support and assistance to our students.

APPALACHIAN STATE UNIVERSITY
DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING
PROFESSIONAL SCHOOL COUNSELING PROGRAM

INTERNSHIP / PRACTICUM CONTRACT

(Circle one)

This agreement is made this _____ day of _____, by and between the following parties: _____ (hereafter referred to as the SCHOOL), _____ (hereafter referred to as the ON-SITE SUPERVISOR), Appalachian State University (hereafter referred to as the UNIVERSITY), _____ (hereafter referred to as the UNIVERSITY SUPERVISOR), and _____ (hereafter referred to as the STUDENT). This agreement will be effective for a period from _____ to _____, 20__.

Purpose : The purpose of this agreement is to provide a qualified graduate student with an internship/practicum field experience in Professional School Counseling.

The **UNIVERSITY** shall be responsible for the following:

1. Selecting a student who has successfully completed all of the prerequisite courses.
2. Providing the SCHOOL with a Field Placement Manual that clearly delineates the responsibilities of the UNIVERSITY and the SCHOOL
3. Designating a qualified faculty member as the internship/practicum supervisor who will work with the SCHOOL in coordinating the field experience
4. Notifying the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the SCHOOL.
5. Ensuring that students have adequate liability insurance, have completed an ASU Criminal Background Check, and have been advised regarding TB testing
6. 6. The university supervisor will provide an average of one and one half 1½ hours per week of group supervision.

The **SCHOOL** shall be responsible for the following:

1. Provide the student with an overall orientation to the school's specific services necessary for the implementation of the field experience.
2. Designate a qualified staff member to function as supervising counselor for the student.
3. The supervising counselor will provide supervision to the student that averages 1 hour per week and have bi-weekly consultation with the university supervisor.
4. The supervising counselor will be responsible, with the approval of the administration of the SCHOOL, for providing opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating the student's performance. (A Competency Checklist & Evaluation Form are included in Field Experiences Manual)
5. The SCHOOL will involve the student in the collection and analysis of data (i.e., needs assessment, pre/post evaluations, assessment of existing data for program planning and development).

The **STUDENT** shall be responsible for the following:

Practicum

1. Spend a full semester engaging in appropriate activities which allow objectives of the practicum to be met. This includes individual counseling, small group counseling, consultation, coordination, and referral services;
2. Become familiar with the policies and procedures of the placement school and county system – and adhere to such policies;
3. Maintain a log listing all activities over the course of the semester;
4. Schedule regular appointments with the on-site supervisor to discuss progress. A minimum of one hour per week of individual supervision is required;
5. Complete all practicum attendance requirements and participate in cohort discussions.

Internship

1. Spend a full semester engaging in appropriate activities which allow objectives of the internship to be met. This includes individual counseling, small group counseling, classroom presentations or activities, consultation, coordination, in-service, appraisal, and referral;
2. Become familiar with the policies and procedures of the placement school and county system – and adhere to such policies;
3. Have the opportunity to visit and observe one other school counseling program to determine how services are provided;
4. Maintain a log listing all activities over the course of the semester;
5. Schedule regular appointments with the On-Site Supervisor to discuss progress. A minimum of one hour per week of individual supervision is required;
6. Schedule an on-site visit by the University Supervisor;
7. Complete all internship attendance requirements and participate in cohort discussions;
8. Compile a portfolio of lesson plans, samples and summaries of student evaluations from classroom presentations/activities and small group sessions;
9. Have the opportunity to develop a professional portfolio utilizing on-line technology;
10. Schedule individual conferences at the end of the semester with both the On-Site Supervisor and the University Supervisor. Be prepared to analyze and discuss your strengths and weaknesses as a school counselor and to evaluate the internship experience. Present your professional portfolio, which should include a log of activities, experiences, resources, and evaluations.

The **ON-SITE SUPERVISOR** shall be responsible for the following:

1. Assist the graduate intern/practicum student in fulfilling the requirements of the internship/practicum;
2. Support the professional development of the graduate intern/practicum student;
3. Provide one hour of individual supervision per week;
4. Provide on-going feedback to the graduate intern/practicum student;
5. Notify the University Supervisor of any concerns or problems immediately; and,
6. Provide feedback to the University Supervisor to assist in the final evaluation and recommendation for licensure process.

The **UNIVERSITY SUPERVISOR** shall be responsible for the following:

1. Coordinate placements of school counseling practicum/internship students in appropriate settings;
2. Assist the graduate intern/practicum student in fulfilling the requirements of the practicum/internship;
3. Support and facilitate the professional development of the practicum/internship student;
4. Provide regular group supervision averaging 1.5 hours a week;
5. Determine the content and instructional approaches to be used in group supervision based on the needs of the group;
6. Serve as a liaison with personnel in the public schools, and have bi-weekly consultations with the On-Site Supervisor and;
7. Provide on-going feedback to the graduate intern/practicum student;
8. Complete a summative evaluation of graduate intern/practicum student using multiple sources of input including feedback from the On-Site Supervisor; and,
9. Make recommendations concerning licensure of the graduate intern/practicum student.

Equal Opportunity

It is mutually agreed that neither party shall discriminate on the basis of race, color, nationality, language preference, immigration status, ethnic origin, age, sexual preference, ability level, gender, or creed.

Termination

It is understood and agreed by and between the parties hereto that the SCHOOL has the right to terminate the field experience of the student whose attitude, behavior, and/or health status is deemed detrimental to the services provided to the students of the SCHOOL. Further, it has the right to terminate the use of the SCHOOL by a student, if in the opinion of the supervising counselor, such student’s behavior is detrimental to the operation of the SCHOOL and/or student services. Such action will not be taken until the grievance against any student has been discussed with the student and with UNIVERSITY officials.

The names of the responsible individuals at the two institutions charged with the implementation of the contract are as follows:

_____	_____
STUDENT	Date
_____	_____
ON-SITE SUPERVISOR at the SCHOOL	Date
_____	_____
UNIVERSITY SUPERVISOR at the UNIVERSITY	Date