

Counseling and Development Program
Community Agency Counseling Practicum and Internship Contract

This agreement is made on _____ by and between _____,
(Date) (GMU Student Counselor)

_____ at _____, and
(On-Site Supervisor) (Practicum/Internship Site)

_____. The agreement will be effective from _____ to _____
(University Supervisor) (mm/dd/yy) (mm/dd/yy)

for a minimum number of 200 hours (to include 120 face-to-face client hours), *each* semester.

The Practicum/Internship Student Counselor will work_____.
(State specific days and time*)

*See Contract addendum for possible “Post-Practicum Term Break Agreement.”

Purpose of Contract

The purpose of this contract is to identify specific responsibilities for the GMU Student Counselor and the On-Site and University Supervisors; and to determine basic site experiences for the qualified P/I student with a specialization in community agency counseling.

Responsibilities of the Community Agency Student Counselor

The Student Counselor is simultaneously a temporary staff member of the cooperating site and a student of George Mason University. The duality of roles includes specific responsibilities.

- 1) The Student Counselor must maintain a 3.0 GPA (B average). Only six credits of C’s are allowed for graduation. Grades of C are not acceptable in the following skills courses: EDCD 603, EDCD 608, EDCD 609, and EDCD 755. All skills courses and specialization courses (EDCD 652, EDCD 654, EDCD 656, and EDCD 658) in the community agency counseling program must be completed before the Student Counselor may participate in the practicum and internship courses. The Student Counselor will attend all weekly GMU Practicum/Internship classes (EDCD 755/ EDCD 791).
- 2) It is the responsibility of the Student Counselor to make certain the Practicum/Internship application is completed and on file with the Office of Student and Faculty Services (OSFS) by the specified deadline date. Late applications will not be processed. Student Counselor Interns: If are staying at the same site as your Practicum, you only need to complete the three-page application packet for your Internship experience and bring one copy of your unofficial transcript. You do not need to duplicate the remaining packet documents. You must still meet with your advisor for review and signature approval. You must also attend the mandatory P/I meeting the semester prior to *each* field experience.
- 3) Student Counselors *must* purchase professional counseling liability insurance for the Practicum/Internship experiences (See Appendix Q).
- 4) The Student Counselor will purchase two current copies of the *Community Agency Practicum / Internship Manual*. One copy is for student use; the other is to be given to the On-Site Supervisor prior to the initial visit by the University Supervisor.
- 5) Number of hours needed for GMU on-site field experiences: EDCD 755 = 200 hrs. EDCD 791= 200 hrs.
 - a) NOTE: The Commonwealth of Virginia requires a total of 600 hours during graduate level field experience. Student Counselors may elect to do an additional 100 hours during *each* of the two field experiences [practicum/internship] or they may elect to register for a second internship to complete the final 200 hours.

- b) The state licensure board mandates that Student Counselors must acquire 240 face-to-face client hours during the 600 hours of field experience. This equates to approximately 120 face-to-face client hours during practicum and 120 face-to-face client hours during internship. If, for some reason, the Student Counselor is having difficulty getting all 120 face-to-face client hours during Practicum, then the *minimum* number of face-to-face client hours the Student Counselor can accrue during Practicum [EDCD 755] is 80 hours. If that is the case, the remaining 140 face-to-face client hours *must* be completed during Internship.
- 6) The Student Counselor will have two supervisors: On-Site Supervisor and University Supervisor. The Student Counselor is responsible for coordinating conferences between the two supervisors.
- 7) The Student Counselor will attend the initial site visit by the University Supervisor. The Student Counselor will help facilitate the scheduling of that meeting. The purpose of that meeting is to:
 - a.) Set the direction, tone, and pace of the clinical field experience.
 - b.) Discuss & agree upon specific times (days and hours) the Student Counselor will work on site;
 - c.) Agree upon specific roles/responsibilities for On-Site Supervisor & Student Counselor;
 - d.) Agree upon specific site experiences, to adhere to the three phases of the clinical field experience described in the *Community Agency Counseling Practicum/Internship Manual*.
 - e.) Student Counselor, On-Site Supervisor, and the University Supervisor will sign a P/I contract. Student Counselor will provide the University Supervisor with the original contract and make two copies of the contract -- one for the On-Site Supervisor and one for the Student Counselor. All parties must agree upon additional experiences/goals.
- 8) The Student Counselor will keep a daily log of activities (See Appendix C). This log will be reviewed during the weekly supervision meeting by the On-Site Supervisor to ensure to ensure that a variety of experiences occur over the duration of the semester. The log will reflect a balance of experiences as they directly relate to community agency counseling. ***The log will also document all required weekly supervision meeting dates and times.*** The log must be signed by the On-Site Supervisor and submitted to the University Supervisor at the termination of the Practicum/Internship. No final grade will be entered until all documentation is in the student's permanent file: site contract, log of hours, final evaluation from On-Site Supervisor, and final evaluation of the site by the student.
- 9) The Student Counselor is required to audiotape record counseling sessions with clients (a minimum of two tapes for Practicum and two tapes for Internship). The On-Site Supervisor will help to identify clients for this assignment. The Student Counselor will obtain written permission (from the legal guardian, if the client is a minor) for the taping. Generic taping guidelines and permission forms are included in Appendix D of this manual. These tapes will be presented in the P/I class where the Student Counselor will receive feedback from classmates and University Supervisor. Additionally, tapes may be presented to the On-Site Supervisor for individual feedback. The Student Counselor will destroy all tapes once supervision is completed.
- 9.) The Student Counselor is required to engage in specific site experiences to ensure a broad understanding of the role of the counselor (Appraisal, Diagnosis and Treatment Planning, Counseling Treatment Intervention, Referral, Case Management, Program Evaluation, and Research); appropriate counselor responses in addressing special issues [e.g., sexual harassment, suicides, drug abuse, etc.]; and a working knowledge of the organizational dimension of the site.
- 10) The On-Site Supervisor, or qualified designee, *must always be present* when the Student Counselor is on-site. Student Counselor will follow the site calendar until the end of the GMU semester. Exceptions to this schedule will be discussed at initial site visit.
- 11) The Student Counselor must recognize the intensity of the requirements of the Practicum/Internship experiences. S/he is expected to budget their time wisely, making the P/I experience their primary focus.

- 12) **CONFIDENTIALITY.** The Student Counselor *must* respect the confidentiality component of the supervisory relationship and field experience situation. The only place where additional discussions of site experiences take place is in the weekly university classes, under the supervision of the university instructor. Student Counselors who fail to comply face ethical and/or legal consequences.
- 13) The Student Counselor is required to *maintain a professional attitude and professional appearance* during the entire P/I experience. Conduct at the site must be in accordance with site *and* the C&D program standards in regard to appropriate appearance, conduct, work proficiency, and relations with students, colleagues, and supervisors. Student Counselors must adhere to GMU University and C&D's Professional Dispositions (See Appendix E) and Dress Code Guidelines (see Appendix F)
- 14) The Student Counselor is required to follow site policy regarding notification of absences for illness. All other absences must be pre-approved by the On-Site Supervisor. The University Supervisor should be notified of all absences by the following weekly class meeting.
- 15) The Student Counselor will *immediately* contact the University Supervisor with any questions or concerns s/he has of the site placement. Honest and open communication will ensure the growth and development of the Student Counselor.
- 15) The Student Counselor will provide the University Supervisor with a packet of final P/I documents before any final grade is submitted to the registrar. Included in this packet:
 - a.) Original copy of P/I contract (See Appendix A);
 - b.) Log of hours (See Appendix C);
 - c.) Mid-Semester Evaluation of Student Counselor by On-Site Supervisor (See Appendix K)
 - d.) Final Evaluation of Student Counselor by On-Site Supervisor (See Appendix M); and
 - e.) Final Evaluation of the P/I experience by the Student Counselor (See Appendix N).

Responsibilities of the On-Site Supervisor

The On-Site Supervisor for a George Mason University Student Counselor must have a master's degree in counseling or related field, be a licensed professional mental health professional (e.g., LPC, LCSW, Licensed Psychologist, etc.) within the state in which the field experience takes place, and have a minimum of two years of licensed counseling experience.

- 1) The On-Site Supervisor will provide orientation to the site, to include a tour of the site and an introduction to the staff members. The Student Counselor should be given an accurate description of office routines and regulations, including office hours, use of equipment, clerical personnel, and the duties and responsibilities of the community agency counselor. The On-Site Supervisor will encourage the cooperation of the site community for acceptance and involvement of the Student Counselor.
- 2) The On-Site Supervisor will meet with the University Supervisor and Student Counselor during the first part of the semester
 - a.) Agree upon the specific times (days / hours) the Student Counselor will work on site.
 - b.) Agree upon specific roles/responsibilities for On-Site Supervisor & Student Counselor;
 - c.) Agree upon the specific site experiences, to adhere to the three phases of the Practicum/Internship found in the *Community Agency Practicum/Internship Manual*.
 - d.) Student Counselor, On-Site Supervisor, and the University Supervisor will sign a Practicum/Internship contract. Student Counselor will provide the University with the original contract and make two copies of the contract -- one for the On-Site Supervisor and one for the Student Counselor. The contract should include an attached sheet for site-specific experiences not included in the standard contract. All parties must agree upon these additional experiences/goals.
- 3) On-Site Supervisor will adhere to the three phases of the Practicum/Internship found in the *Community Agency Counseling Practicum/Internship Manual*. ACA delineates the basic types of interventions that counselors perform as they provide direct services to clients. These include individual and small and large group counseling. These areas are to be the primary emphasis for the Student Counselor.

- 4) *The On-Site Supervisor must be present when the Student Counselor is on-site.* It is permissible to designate another qualified site employee as a temporary supervisor for brief periods of time, provided that the University Instructor is aware of this temporary change in on-site supervision.
- 5) The On-Site Supervisor will provide specific site experiences ensure a broad understanding of the role of the community agency counselor.
- 6) The On-Site Supervisor will schedule a minimum of one hour of individual *supervision* per week (See Appendix H) with the On-Site Supervisor. *There is no fee involved in this supervision.* During the weekly supervision meetings, the On-Site Supervisor will provide verbal feedback on observed Student Counselor's counseling skills, highlighting the student's strengths and areas for growth. S/he will review the Student Counselor's weekly log sheet to ensure that a variety of experiences are occurring over the duration of the semester.

Supervision:

The On-Site Supervisor will address the identified focus/function areas of the Student Counselor:

- a) *Intervention:* Student Counselor's counseling performance skills
- b) *Conceptualization:* Student Counselor's cognitive counseling skills regarding the client's situation
- c) *Self-awareness:* How the Student Counselor's personality or personal issues affect the counseling interaction
- d) *Professional behaviors and standards.*

The On-Site Supervisor will address the identified focus/function areas of the Student Counselor using one of the following three supervisory roles:

- *Teacher* role involves giving information & demonstrating specific techniques.
- *Counselor* role draws on the supervisor's counseling skills to help the supervisee reflect on and explore the identified issue(s).
- *Consultant* role utilizes an egalitarian interaction to allow the supervisee to examine issues in supervision.

While one role may be primary, all three roles may come into play during a supervision session.

- 8) The On-Site Supervisor will model appropriate legal and ethical practice (See Appendix G). The On-Site Supervisor will model acceptance, openness, and positive regard for the Student Counselor, by making the Practicum/Internship experience a model of the counseling process itself.
- 9) The Student Counselor is required to audiotape record counseling sessions with clients (a minimum of two tapes for Practicum, two tapes for Internship). The On-Site Supervisor will identify clients for this assignment. The Student Counselor will obtain written permission (from the legal guardian, if the client is a minor) for the taping. The On-Site Supervisor will determine the specific permission form to be used as required by the site. (Taping guidelines and generic permission forms are in Appendix D of this manual.)
- 10) **Mid-Semester Evaluation.** At the middle of the semester, the On-Site Supervisor will provide George Mason University with a written, one-page evaluation of the Student Counselor (See Appendix K).
- 11) **Final Evaluation.** At the end of the semester, the On-Site Supervisor will provide George Mason University with a written final evaluation of the Student Counselor (See Appendix M). While the final evaluations are to be discussed between the Student Counselor and the On-Site Supervisor, neither is required to share the actual written document. The On-Site Supervisor's evaluation will be placed in a sealed envelope and given to the P/I student on the last day of the Practicum/Internship.
- 12) The On-Site Supervisor will *immediately* contact the University Supervisor with any questions or concerns s/he has of the Student Counselor. Honest and open communication will ensure the growth and development of the Student Counselor.

Responsibilities of the GMU Supervisor

- 1) The University Supervisor will model acceptance, openness, and positive regard for students, by making EDCD 755 (Practicum) - EDCD 791 (Internship) a model of the counseling process itself.
- 2) The University Supervisor will serve as the University liaison for the On-Site Supervisor. The University Supervisor will also serve as the University's agent if placement must be terminated.
- 3) The University Supervisor will provide classroom activities/supervision as described in the syllabus.
- 4) The University Supervisor will schedule additional assignments only if they are reasonable and directly applicable for the Practicum/Internship experience. **IMPORTANT:** Due dates for counseling tapes should not be scheduled prior to the third week of the Practicum/Internship. This is to allow sufficient time for the P/I student to establish rapport with the site and specific clients.
- 5) The University Supervisor will contact the On-Site Supervisor a minimum of three times.
 - a) Meet with the University Supervisor and Student Counselor during the first part of the semester. The purpose of that meeting is to set the direction, tone, and pace of the clinical field experience.
 - i) Agree upon specific times (days and hours) the Student Counselor will work on site;
 - ii) Agree upon specific roles / responsibilities for On-Site Supervisor and for Student Counselor;
 - iii) Agree upon specific site experiences, to adhere to the three phases of the Practicum/Internship found in the *Community Agency Practicum/Internship Manual*.
 - iv) Student Counselor, On-Site Supervisor, and the University Supervisor will sign a Practicum/Internship contract. The Student Counselor will provide the University with the original contract and make two copies of the contract -- one for the Site Supervisor and one for the Student Counselor. The contract should include an attached sheet for site-specific experiences not included in the standard contract.
 - b) The second scheduled contact will occur at mid-semester, either via a phone conference or site visit.
 - c) The final conference will be toward the end of the site experience, either via phone conference or site visit. The third scheduled contact is to discuss the Student Counselor's final evaluation by the On-Site Supervisor.
- 6) The University Supervisor will be available for questions and/or additional site visits as necessary. The University Supervisor will provide general oversight to facilitate a successful experience for all.
- 7) The University Supervisor will collect the final P/I packet from each Student Counselor and turn in the completed packets to the Clinical Coordinator for placement in the Student Counselor's permanent folder. Included in this packet: Original copy of Practicum/Internship contract, signed by Student Counselor, On-Site Supervisor, and University Supervisor; log of hours, signed by Student Counselor and On-Site Supervisor; On-Site Supervisor's final evaluation of Student Counselor; and the Student Counselor's evaluation of the Practicum/Internship site.
- 8) The University Supervisor will *immediately* contact the Clinical Coordinator with any questions or concerns about the Student Counselor or the site placement.
- 9) The University Supervisor will provide an up-dated list of names and addresses of On-Site Supervisors to C&D's Clinical Coordinator for the purpose of a certificate of acknowledgement and nominal stipend payment.

On-Site Supervisor _____ Date _____

George Mason University Supervisor _____ Date _____

P/I Student Counselor _____ Date _____