

# Lewis & Clark Community Counseling Center

## PRACTICUM AGREEMENT

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Track: \_\_\_\_\_ LC E-mail: \_\_\_\_\_

Practicum Site: Lewis & Clark Community Counseling Center

Agency/Site Director: Antonia Mueller

Site Address: 4445 SW Barbur Blvd

City, State, Zip: Portland, OR 97239

Instructor/Primary Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Degree & Discipline: \_\_\_\_\_ License/Cert.: \_\_\_\_\_

Secondary Supervisor (CPSY office use Only): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Degree & Discipline: \_\_\_\_\_ License/Cert.: \_\_\_\_\_

In conjunction with the Lewis & Clark College Counseling Psychology Department, the Lewis & Clark Community Counseling Center agrees to provide supervised counseling experience to \_\_\_\_\_  
according to the guidelines of this Community Counseling Practicum Agreement and the conditions stated below.

Summary of Activities/Responsibilities of the Practicum Student (i.e., what the student will do):

Short term individual counseling, observation, treatment, supervision and treatment planning.

Practicum Start Date: \_\_\_\_\_ Practicum End Date: \_\_\_\_\_ # hours per week: \_\_\_\_\_

This agreement is not considered final until all three parties have signed and dated below.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Instructor/Primary Supervisor Signature Date

\_\_\_\_\_  
Counseling Center Director Signature Date

*The above signatures indicate that all parties have read and understand in its entirety the information contained in this agreement and in the Professional Mental Health Counseling or Professional Mental Health Counseling-Addictions Program Practicum/Internship Manual.*

The original copy of this signed agreement must be on file with the Counseling Psychology office before the student may begin clinical work at the site. One copy of this signature page is for the Counseling Center and another is for the graduate student's professional records. This agreement is for the entire practicum period unless the student's responsibilities change significantly, in which case a new agreement would be required.

# **Lewis & Clark Community Counseling Center Practicum Agreement**

## **Department of Counseling Psychology**

**The practicum program is designed to provide a beginning clinical counseling experience for Lewis & Clark graduate students. A practicum placement and its fulfillment involve not only the interests of the student, but also the interests of the host agency/school, the site supervisor, clients of the agency/school, and the relationship of mutual support and accountability between the host agency/school and the Counseling Psychology Department. Important aspects of these relationships are outlined below. Agencies, students, and Lewis & Clark College agree to the provisions detailed below. On the final page of this agreement all parties sign off on the particulars of the agreement; this document serves as a contract between all parties.**

**Faculty in the Community Counseling Program have established the following requirements in keeping with the 2009 Standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP).**

### **SITE RESPONSIBILITIES**

The Lewis & Clark Community Counseling Center (Counseling Center) will offer sufficient structure and stability to allow students to complete their practicum requirements at the site within a 4-month period (one Lewis & Clark semester). This includes providing ongoing supervision and appropriate training to ensure client welfare and enhance student learning.

#### **The Counseling Center will provide:**

- Access to a client caseload to meet program requirements for breadth and depth of services, including a minimum of 40 direct client contact hours with an average of about 4 direct client contact hours per week throughout the contract time.
- A qualified supervisor on site during all times when a student is meeting with clients. If the primary supervisor is not available, a back-up supervisor will be available on site.
- Support to foster a learning environment. This includes time for appropriate supervision as outlined in the section on supervision expectations. Although this requires a minimum of one hour per week of individual supervision, it is expected that supervisors may need additional time to track client caseload and welfare and support the student's skill development.
- Orientation to the site to ensure student understanding of agency policies and procedures including:
  - Agency administrative and supervisory organization
  - Client assignment and scheduling
  - Clerical support available
  - Paperwork and documentation expectations
  - Protocols for reporting abuse
  - Crisis response process for client danger to self or others (including suicide assessment supervisory support)
  - Confidentiality procedures, release of information, and consent for treatment
  - Acquainting students with culture and norms of setting
- Opportunities for the student to develop professional relationships with peers, experienced counselors, supervisors, and related agency personnel through in-service training, case staffings, and other agency activities.

- Ability to videotape client sessions for review during on-campus faculty supervision.
- An adequate workspace in which students can schedule time to see clients on a regular basis.

## **SUPERVISION EXPECTATIONS & RESPONSIBILITIES**

Consistent with supervision expectations outlined by licensing agencies, supervisors are expected to be responsible for direct supervision to ensure client care.

### **Supervisor Qualifications**

- A master's degree in counseling, social work, or a related field
- Licensure in chosen discipline (preferred)
- A minimum of two years of post-degree counseling experience
- Training and experience in supervising students.
- A familiarity with, and adherence to, the ethical codes of the American Counseling Association, the American Psychological Association and/or the American Association of Marriage and Family Therapists

### **Supervisors will provide:**

- Live supervision.
- Supervision appropriate for the developmental level of the student including:
  - Consultation with the student to develop individual learning goals
  - Client screening and assignment according to student competency level and individual learning goals
  - Monitoring client caseload for risk and reassigning clients if necessary
  - Helping the student learn to manage caseloads
  - Supervision and training in ethics and law as issues arise with clients
  - Regular review of work samples (videotape, case notes, and treatment plans)
  - Supervisory experiences to assist the student in applying basic counseling skills and developing new skills
  - Assistance in developing ability to apply theory to practice including case conceptualization and treatment planning
  - Ongoing evaluation and feedback to facilitate the student's professional growth
  - Formal written evaluation, using Lewis & Clark forms and competency guidelines at the end of the semester

Supervisors will also provide general academic supervision to students around issues of ethics, standards of care, student counselor growth and development, development of case conceptualization, treatment planning, development of theoretical orientation and other relevant topics.

- Regularly scheduled group supervision provided during the Practicum Class (CPSY 505).
- Periodic review of student work samples including videotape, audiotape, and written case summaries
- Final evaluation of student performance for purposes of meeting standards and requirements for the Lewis

## **STUDENT RESPONSIBILITIES**

The primary purpose of the practicum is for students to gain supervised practice and clinical experience to help develop and integrate the skills necessary to become professional counselors. This experience carries with it the following responsibilities:

- Adopting an attitude of attending to client welfare as a counselor's primary responsibility
- Adhering to the ethical standards of the American Counseling Association
- Adhering to the legal mandates of the state of Oregon
- Adhering to the provisions of the practicum agreement including:
  - Duties performed
  - Duration of contract
  - Hours
  - Location
  - Supervision
  - Any significant changes to agreement
- Consistent and punctual attendance at all work and training activities on site
- Following the Counseling Center policies
- Appropriate client termination or transfer
- Maintaining appropriate documentation as outlined by the site and the college confidentiality guidelines
- Completion of all documentation at end of practicum
- Maintaining personal liability insurance (\$1 million per occurrence, \$3 million aggregate)
- Engaging in a working alliance with supervisors including:
  - Developing an understanding of the scope and purpose of supervision
  - Attending all supervision sessions
  - Accurately communicating content and scope of counseling sessions in supervision
  - Maintaining an openness to feedback in supervision, and following through on directives of supervisors
  - Willingness to videotape interactions with clients and receive feedback on taped interactions
  - Seeking supervision in a timely manner about individuals who are at risk (making full disclosure to supervisors of risks to client welfare)