

**PRACTICUM CONTRACT**

**Valparaiso University  
Department of Psychology  
Graduate Program in Clinical Mental Health Counseling**

The purpose of this document is to specify the terms of the agreement that will exist between the Clinical Mental Health Counseling Program at Valparaiso University and the placement field site. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific agreement will exist between \_\_\_\_\_, Anthony Suarez, PhD, LMHC,  
(Site Supervisor w/ Credentials)  
Department Clinical Training Coordinator, and \_\_\_\_\_.

(Student Name)

**The following student:**

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

Course: COUN685: Counseling Practicum \_\_\_\_\_

Semester: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Will serve a field placement at the following site:** \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Site Supervisor Name and  
Credentials: \_\_\_\_\_

Site  
Supervisor  
Email: \_\_\_\_\_

This field placement will begin on \_\_\_\_\_ and will end

\_\_\_\_\_ and will consist of approximately \_\_\_\_\_ hours  
per

week of on-site training, for a total of \_\_\_\_\_ hours of training.

## The Practicum Program

The Practicum program is to consist of a minimum of 120 hours with 40 of those hours being direct contact hours with clients, and 10 hours of group experience. This program is intended to fulfill the practicum requirement for the master's degree in the CMHC concentration with a total of 3 credit hours.

### Responsibilities of the Practicum Student

The internship student shall be responsible for: **STUDENTS MUST INCLUDE #'s 1-7; Several objectives must be added beyond 1-7 that are agreed upon with the site supervisor: 8-11 provide examples of what these objective MIGHT look like.**

1. Completing a minimum of **120** hours with a minimum of **40** hours in direct client service and **10** hours of group experience.
2. Maintaining an accurate record as required by the on-site supervisor.
3. Maintaining a log of time spent and all practicum activities which will be reviewed on a weekly basis and verified by the on-site supervisor's signature. These logs will be turned in bi-weekly to the university group supervisor for review.
4. Completing and submitting counseling session tapes (number to be determined by individual faculty supervisor during triadic supervision)
5. Being at the training site according to a mutually negotiated schedule between the on-site supervisor(s) and student. Any deviation from that schedule is at the discretion of the student in consultation with his/her supervisor.
6. Being directly accountable to the on-site supervisor for actions and behavior while on site.
7. Abiding by the rules, regulations and policies of the placement agency/organization. This is particularly important with regard to client confidentiality and to ethical conduct.
8. Receiving supervision and instruction in the programs and procedures of: \_\_\_\_\_
9. \_\_\_\_\_
9. Administering assessments to evaluate client abilities, strengths, and needs.
10. Scoring and interpreting the assessments that are conducted and writing reports based on interpretations of assessment results.
11. Providing feedback and career guidance to clients following the evaluation.

### Responsibilities of the On-Site Supervisor

The on-site supervisor will serve as a consultant and supervisor for the practicum student while the student is on-site. Regular weekly individual supervision of at least one hour between the on-site supervisor and the practicum student is required. Additionally, the on-site supervisor will be required to complete the Midterm and Final Evaluation of the Practicum student.

### Responsibilities of the Individual/Triadic University Supervisor

The individual university supervisor shall meet with the practicum student weekly in triadic supervision for the purpose of:

1. Critiquing and discussing the practicum student's progress on a regular basis
2. Evaluating and providing feedback of the taped counseling sessions
3. Being available to discuss the practicum student's placement concerns

4. Evaluating the practicum student's progress and status of projects

### Responsibilities of the Group University Supervisor

The Group University Supervisor shall meet with the practicum student on a weekly basis for 1.5 hours in a group format for the purpose of:

1. Discussing the timely concerns and issues of the student group enrolled in the practicum course
2. Being available as another faculty consultant to provide feedback and guidance related to student's placement concerns.
3. Evaluating at least one tape presentation during the course of the semester
4. Making a site visit during the course of the semester to meet with the on-site supervisor.

In the unlikely event that a problematic situation occurs between the on-site supervisor and the practicum student which is difficult to resolve, either the on-site supervisor or the practicum student may contact the student's university supervisors or the Clinical Training Coordinator.

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Practicum Student	Date
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On-Site Supervisor	Date
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Valparaiso University Clinical Training Coordinator	Date
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Anthony Suarez, PhD, LMHC  
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**IMPORTANT:** THE ASSIGNED **SITE SUPERVISOR** MUST INITIAL THE BOX BELOW TO VERIFY ALL OF THE FOLLOWING:

1. HOLD A MINIMUM OF A MASTER'S DEGREE IN COUNSELING OR A RELATED FIELD
2. ARE CURRENT AND IN GOOD STANDING WITH ALL CLINICAL CERTIFICATIONS AND LICENSE NOTED ABOVE
3. HAVE A MINIMUM OF 2 YEARS OF RELEVANT EXPERIENCE IN THE FIELD OF MENTAL HEALTH COUNSELING

By initialing this box you are verifying all of the above criteria are being met

