

**SYRACUSE UNIVERSITY  
Counseling and Human Services  
PRACTICUM AGREEMENT**

This document describes and formalizes requirements concerning the placement of students for the counseling Practicum experience connected with the Master's degree program in Counseling at Syracuse University. As such it represents an agreement between the Counseling and Human Services Department and the Practicum Site.

**This contract covers the full academic semester/year:** \_\_\_\_\_

**Practicum Site:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

---

---

**Practicum Site Supervisor:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_  
(Supervisors will be included in Department supervision communications by email.)

---

---

**Student:** \_\_\_\_\_

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

**Phone:** (\_\_\_\_) \_\_\_\_\_ **(Home)**

(\_\_\_\_) \_\_\_\_\_ **(Work)**

**Email:** \_\_\_\_\_

---

---

**Individual Supervisor:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

In order to provide a counseling practicum for the student enrolled in COU 750, it is mutually agreed that:

**A. THE SCHOOL, UNIVERSITY, OR AGENCY WILL PROVIDE THE FOLLOWING SERVICES AND SUPPORT FOR THE PRACTICUM STUDENT'S PROFESSIONAL DEVELOPMENT:**

1. an orientation to the structure, operation, and policies of the setting necessary for an understanding of the organization within which the practicum takes place;
2. facilities and resources required by the student to meet the practicum requirements, including:
  - a. arranging for appropriate space within which to meet the clients for individual and group counseling;
  - b. assisting the student in developing a counseling case load;
  - c. helping the student take steps required for taping counseling sessions, and
  - d. assisting the student as needed throughout the practicum experience.
3. a qualified site coordinator who will coordinate the practicum experience and complete an end-of-practicum evaluation of the student.

**B. THE SITE COORDINATOR WILL:**

1. complete a Site Supervisor Information form (student will provide)
2. provide appropriate space for the student
3. help to assure that permission to audio/videotape clients is secured and that the student is provided opportunities to meet taping requirements
4. work with the student to assure that practicum requirements and activities specified in the contract are completed
5. be available to the student in case of emergency at the site and to provide consultation
6. complete an end-of-practicum evaluation of the student.

**C. THE PRACTICUM STUDENT WILL:**

1. maintain the following time schedule, agreeing to formally notify the site coordinator if it will not be kept.
  - a. number of hours per week: \_\_\_\_\_ (Note: This must allow for the accumulation of 100 hours at the site during the practicum. Forty (40) of these hours must involve the delivery of direct service to clients).

b. Specific days and hours making up the schedule:

Day	Time
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

2. carry out the specified activities and responsibilities that meet the practicum requirements as related to the specific placement site (See attached: Learning Activities of the Practicum Student)
3. keep a log that records the time spent in the field setting, and includes weekly descriptions of activities. Logs will be reviewed and signed by the site coordinator and forwarded to the faculty supervisor by the student.
4. maintain accurate case notes of counseling contacts
5. attend the practicum seminar (group supervision)
6. attend weekly individual supervision provided through the CHS department

**D. THE SYRACUSE UNIVERSITY COUNSELING AND HUMAN SERVICES DEPARTMENT WILL:**

1. orient the practicum student to field and campus-based course requirements.
2. provide the site coordinator with materials describing the structure of, and requirements for the practicum.
3. assign a faculty supervisor who will conduct weekly group supervision.
4. maintain regular contact with the field coordinator to monitor the progress of the practicum experience.
5. provide an on-campus clinical supervisor who will conduct one-hour per week individual clinical supervision sessions, review the weekly time/activity logs and case notes, and consult regularly with the faculty supervisor.
6. process the forms to ensure that after completion of all course requirements, the field coordinator will receive a tuition voucher awarded in recognition of the importance of her/his contribution to the practicum.

This agreement is accepted by the three parties with the expectation that its conditions will be met. In the event that those expectations are not met, the concerned party agrees to initiate communication to identify and discuss the difficulty, and to explore how barriers can be removed.

**BY OUR SIGNATURES BELOW, WE VERIFY ACCEPTANCE OF THIS AGREEMENT:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## **Goals and Learning Activities of the Practicum Student**

The Goals and Learning Activities of the Practicum Student should be:

- outlined and discussed with the University Course Instructor, Site Coordinator, and University Individual Clinical Supervisor
- typewritten or done on a computer (not hand written)
- signed by all four parties
- attached to the contract

Goals and learning activities should be specific including time frames, numbers of clients and sessions, etc.

### **Student goals should reflect:**

1. Counseling practice goals
  - a. Process goals
  - b. Skills the student wishes to emphasize and develop
  - c. Personal growth goals
2. Learning activity goals

Because the focus on the practicum is continued development of helping skills, intervention skills, and conceptualization skills, the focus should be on individual and group counseling sessions.

The learning activities to be completed over the course of the practicum semester should reflect general and specific CACREP objectives. The following should be addressed (a minimum of forty (40) direct service hours are required):

- a. Individual Counseling/Client Interviews
- b. The opportunity for long-term contact with the same client
- c. Group Counseling

These goals and learning activities will be incorporated into student evaluations.