

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 Counseling and Human Services and the Practicum Site.

This contract covers the semester/year (e.g. Fall 2024): _____

Practicum Site: _____

Address: _____

Site Phone : _____ Ext: _____

Practicum Site Supervisor: _____

Email Address: _____ Phone : _____
(supervisors will be included in program supervision communications by email)

Student Name: _____

Student Address: _____

SU Student Email: _____

Primary Phone: _____ Other Phone: _____

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

- A. The Practicum Site (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 audio or video recorded counseling sessions and/or live supervision (CACREP 2024 Section 4.C; recordings are also required for CHS university supervision),
 - d. providing opportunities to become familiar with a variety of professional activities and resources, including technology (CACREP 2024 Section 4.D),
 - e. support students in securing group hours - during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group (CACREP 2024 Section 4.I) and
 - f. assisting the student as needed throughout the practicum experience.
 3. a qualified site supervisor who will coordinate the practicum experience and complete an end-of-practicum evaluation of the student.

B. The Site Supervisor will:

1. complete a Site Supervisor Information form (student will provide)
2. coordinate appropriate space for the student
3. provide a minimum of one hour per week of regularly scheduled individual or triadic supervision conducted by the site supervisor.
4. help to assure that permission to audio/videotape clients is secured and that the student is provided opportunities to meet recording requirements
5. work with the student to assure that practicum requirements and activities specified in the contract are completed
6. be available to the student in case of emergency at the site and provide consultation as needed. In case of emergency, the student will contact the site supervisor or a clearly identified delegate who will be available to provide guidance to the student. (CACREP 2024 Section 4.M.1)
7. evaluate the intern's performance at the mid-term and end of the semester.

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. (CACREP 2024 Section 4.Q and 4.R)
 - b. Specific days and hours making up the schedule:

day	start and end time

Weekly Site Supervision scheduled for: _____ (e.g. Wednesdays at 9 .a.m.)

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 supervisor 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 CHS

D. Counseling and Human Services Programs (Syracuse University) 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. (CACREP 2024 Section 4.J)
3. assign a faculty supervisor who will conduct weekly group supervision.
4. engage in consultation with the site to monitor student learning and development. Typically, this occurs at the beginning, midterm, and end of semester. The format is flexible (e.g., email, phone, web conference, in-person meeting). We invite and are available for additional conversations as needed. (CACREP 2024 Section 4.K and 4.M)
5. maintain records necessary to evaluate and certify the nature and extent of the student's experience in the various aspects of the practicum experience.

6. process the forms to ensure that after completion of all course requirements, the field site will receive a tuition voucher awarded in recognition of the importance the supervisor's contribution to the practicum.
7. 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.

Goals and Learning Activities of 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:

- Counseling practice goals
 - Process goals
 - Skills the student wishes to emphasize and develop
 - Personal growth goals
- 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):

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

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

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 Supervisor: _____ Date: _____

Faculty Supervisor: _____ Date: _____