

M.Ed. in School Counseling
Information and Overview Practicum Agreement

STUDENT INFORMATION

Student name:

Semester:

Student email:

Student phone number:

Site supervisors must hold a current license/certificate in counseling.

- Obtain a copy of the license
- Scan it and submit to Bb

*Evidence of licensure/certification is often available on counselor certification/licensure website; if this is the case, you may print the screen that depicts **supervisor's name, license/certification number, type, date of issue and date of expiration**, scan it, and load it to Blackboard.*

SITE AND SITE SUPERVISOR INFORMATION

Site supervisor name:

Site supervisor email:

Phone with area code:

Name of practicum site:

Mailing address of practicum site:

Credentials of Supervisor:

The practicum supervisor is a practicing counselor who has earned a master's degree in counseling or a related field, holds licensure as a counselor, and has at least two years of experience as a counselor. The site supervisor must also have training in counselor supervision. Site supervisors need to visit the [School Counseling Practicum Supervisor Module](#) to participate in the counselor supervision training module if you have not yet had counselor supervision training. Then, click on the "Counseling Supervision Training Verification" form to document supervision training (Liberty's Counselor Supervision Training Module or other counselor supervision training you have completed).

Instructions to Student: Please share this information with your site supervisor. After you have discussed it, please sign the next page and have your site supervisor do so as well. Submit the signed original form to your site supervisor and scan and submit a copy to your university supervisor. Remember it is your responsibility to meet all the requirements of this practicum and not that of your site or university supervisor. Be diligent!

Information and Overview Practicum Agreement

The overall goal of the practicum is to afford students an opportunity for supervised practice in a setting other than the K-12 school setting, focusing on clinical skills development. Success of the practicum program is dependent upon cooperation among the university and counseling agency/institution. The roles of the university, site supervisor, and student are outlined within this packet.

It is the responsibility of the practicum student to do the following:

- Establish rapport with the counselor(s) and staff.
- Become acquainted with the facilities, materials, and policies of the practicum setting.
- Complete all requirements in a timely fashion.
- Maintain professional appearance.
- Observe professional ethics (ACA, 2014).
- Conduct oneself in a professional manner.
- Have knowledge of the law (federal and state) as it applies to counseling the population with whom you are working.
- Confer with the university supervisor and site supervisor as needed.
- Review the practicum setting policy and procedures manuals.
- Complete course assignments and projects.

The candidate is not required to participate in activities requiring large expenditures, nor is Liberty University responsible should the intern elect to participate. Candidates will provide services only at the location agreed upon by Liberty's Field Placement Offices and only those hours will be counted toward clinical hours accrual. Candidates will not leave the clinical site for home visits or other off-location destinations, nor is Liberty University responsible should the intern leave the site of record.

Structure of the Practicum

The student will have two supervisors during the practicum: a site supervisor and a university supervisor.

- A tour of the facility
- Introduction to all staff
- History and mission of the setting
- Office routines and regulations
- Hours of operation
- Attendance and sick policies
- Use of equipment
- Available clerical personnel
- Access to student records
- Case notes and record keeping policies/practices
- Observations: all observations are to be done in keeping with and respecting client confidentiality and privacy
- Taping and picture taking policies

Duties of Supervisor

A significant aspect of the professional preparation of counselors is actual on-the-job experience under the immediate supervision of a practicing counselor. The practicum is designed to provide such an experience. The supervision of the practicum entails:

- Working with the student to establish a work schedule and goals, and to outline duties and

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SCIENCES

responsibilities.

- An average of one hour per week of individual and/or triadic supervision.
- Live supervision (or a video/audio recording to be viewed together) of student-client interactions.
- Consult every two weeks with the university supervisor/a program faculty member.
- Informed/Signed consent procedures.
- Providing opportunities for the candidate to obtain required direct contact hours.
- Providing the candidate with a work space that allows for client confidentiality in the counseling session.
- Evaluating the effectiveness of the student's counseling, personal, and professional performance throughout the practicum with a formal written evaluation at the end of practicum.
- Contacting the university supervisor at the beginning of the practicum and during the semester as needed, particularly when there are issues with the student's performance or related to the practicum placement so that an intervention plan can be put in place.

We have read and discussed the aforementioned details for the practicum experience and agree to the terms of this document. Site supervisors signing this agreement confirm participation in the [School Counseling Practicum Supervisor Module](#) OR hold counselor supervision training as indicated in the site supervisor information noted above.

Site Supervisor

Date

Student

Date