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## COUNSELOR EDUCATION PRACTICUM AND INTERNSHIP SITE CONTRACT

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In order to demonstrate the importance and mutual benefit of clinical field placements, this Practicum and Internship Site contract is a cooperative – joint agreement between the Counselor Education Department at SUNY New Paltz, hereafter referred to as the “College” and \_\_\_\_\_

(agency/school)

hereafter referred to as the “site.” The relationship is established for the purposes of \_\_\_\_\_

hereafter referred to as “Intern” (regardless of \_\_\_\_\_

(student name)

whether they are completing practicum or internship) completing a practicum or internship experience at the identified site during the following time frame: \_\_\_\_\_ (identify the \_\_\_\_\_

(semester/year)

practicum or Internship semester, a new Contract will be completed for each semester of Internship). The Intern will be under the supervision of \_\_\_\_\_, hereafter referred to as the “Site Supervisor.”

(supervisor name)

The purpose of the Practicum and Internship Site contract is to clearly identify expectations, learning objectives, and evaluation criteria of the Site, Site Supervisor, Intern, and the Counselor Education Department.

### 1. College Expectations

- a. The College will assume full responsibility **for planning and execution of the educational program** in Clinical Mental Health Counseling and School Counseling (e.g., programming, administration, curriculum content, the requirements for matriculation and graduation).
- b. The College will **screen counselors-in-training for potential assignment** to the Organization based on:
  - i. a determination of readiness (i.e., successful completion of prerequisite course work, recommendation from faculty members familiar with the counselor-in-training that the counselor-in-training has consistently demonstrated maturity, diplomacy and respect for others that is required to engage in the counseling of others);
  - ii. expressed interest by the counselor-in-training in the population served by the Organization.
- c. The College will assign a **faculty instructor** to teach relevant course content, as well as: conducting weekly on-campus meetings with the counselors-in-training, individually or in a seminar setting, to guide, supervise, critique and evaluate the counselor-in-training’s clinical experience for the College; ensuring that the course requirements for the practicum/internship are met through review of activity logs entered by the counselor-in-training into LiveText and verified by the Organization’s site supervisor; establishing and maintaining contact with the Organization’s site supervisor to monitor the counselor-in-training’s performance; and formally evaluating the counselor-in-training’s performance at the mid-point and end of the clinical experience for the College with input from the Organization’s site supervisor.
- d. The College will be responsible for ensuring that the counselors-in-training assigned to the Organization have **completed training in Mandated Reporting of Child Abuse and Maltreatment** that is consistent with guidelines established by the New York State Office of Children and Family Services. For School Counseling counselors-in-training, additional training including **SAVE (School Violence Prevention) and DASA (Dignity for all students act)** will also be completed.
- e. The College will instruct its counselors-in-trainings and faculty instructors to **respect the confidential nature of all information**, which they may obtain from clients/students, and records of the Organization. This shall include any audio or video taped recordings of counselors-in-training interviews with clients/students of the Organization with said recordings only to be made after written permission is obtained from the appropriate Organization personnel and from the client. Furthermore, it is understood that said recordings are to be played in supervision sessions with the Organization supervisor and faculty instructor only and shall be the property of the Organization and

will be returned to the Organization no later than the conclusion of the counselor-in-training's clinical experience with the Organization. It is further understood, that any documents containing client/student information should only be prepared in the HIPAA Compliant Computer Lab provided to the counselors-in-training by the College.

- f. The College will **keep records** and reports of the activities of the counselors-in-training in the Organization for the purpose of verifying that each counselor-in-training has completed course requirements and for use in future accreditation reviews by relevant educational oversight and accreditation organizations. These records shall include logs that document contacts with clients/students and collaterals and other activities attended by counselors-in-training such as case conferences, in-service trainings and consultations with other care providers. Records and reports retained by the College will not contain client/student-identifying information and will be kept in a secure filing cabinet.

## 2. Site Expectations

- a. The Site will make the final decision on the **selection of counselors-in-training** for the clinical experience based on information provided by the College. Nothing in this agreement shall require the Site to accept any counselor-in-training proposed by the College.
- b. For practicum, the Site guarantees that it will provide counselors-in-training with a minimum of **100 hours** on site across the entire practicum experience, of which at least 40 hours will be spent in direct service with actual clients/students, serving the development of counseling skills. Both individual and group work may be part of the direct client contact hours.
- c. For Internship, the Site guarantees that it will provide counselors-in-training with a minimum of **600 hours** on site across the entire internship experience, of which at least 240 hours will be spent in direct service with actual clients/students, serving the development of counseling skills. Both individual and group work may be part of the direct client contact hours.
- d. The Site guarantees that it will provide a combination of individual and/or triadic supervision totaling at **least one hour per week**.
- e. The Site will assign a **site supervisor** to each counselor-in-training selected who shall be
- f. For Clinical Mental Health Counseling, licensed and registered in New York State to practice mental health counseling, medicine, as a physician assistant, psychologist, licensed clinical social work, or a licensed professional nurse or nurse practitioner.
- g. For School Counseling, registered in New York State, to practice school counseling, or in a related field. have at least of two years of experience providing counseling services post-graduation. have sufficient knowledge of the Organization's policies and procedures relevant to the provision of counseling services in order to provide on-site clinical supervision to assigned counselors-in-training.
- h. The Site will inform the College and Intern during the evaluation process of all **requirements that need to be met prior to placement** as a practicum/internship counselor-in-training in the Organization (e.g., criminal background clearance, approval of driving record, completion of tuberculosis screening, other medical testing).
- i. Prior to the assignment of counselors-in-training to the Site, the Site will inform the Intern of the **Organization's policies, rules, standards of professional conduct, schedules and practices** that counselors-in-training are expected to follow. Each assigned Intern will be expected to agree to follow these policies, rules, standards and practices. If, in the course of the clinical experience in the Intern, the assigned counselor-in-training behaves in a manner that is in **violation** of these policies, rules, standards or practices, the Organization will immediately notify the assigned faculty instructor or the Director of the Counselor Education Program. One of these representatives from the College will facilitate a meeting involving the Intern and appropriate Site and College personnel to discuss the issues and develop an action plan that will require changes in the behavior of the counselor-in-training and may include additional education, guidance, monitoring or supervision by the faculty instructor and/or site supervisor. The Site reserves the right to end the clinical experience of any

counselor-in-training for a single serious violation or a pattern of behavior that is inconsistent with the Site's policies, rules, standards or practices.

- j. The Site will **make rooms available** for counselors-in-training that are private, have appropriate furnishings and are materially free of distractions in order to conduct individual and group testing and counseling services. The Site will also make available space that is equipped for counselors-in-training to conduct other professional activities, such as reviewing client records, scoring tests, doing required charting, making phone calls, and conferring with other professionals and collaterals
- k. The Organization will provide counselors-in-training with the opportunity to develop program-appropriate audio/video recordings for use in both the individual on-site supervision and the in-class group supervision; if the population due to vulnerability and/or lack of consent will not allow for audio/video recording then opportunities for live supervision of counselor-in-training interactions with clients/students will occur on a regular basis throughout the practicum or internship experience.

### 3. Site Supervisor Expectations

- a. assigning clients/students to counselors-in-training in order that counselors-in-training may gain experience in assessment and treatment of clients/students with a variety of psychological disorders using appropriate assessment tools and accepted treatment interventions;
- b. assigning responsibilities to counselors-in-trainings that are commensurate with their training and abilities.
- c. ensuring that counselors-in-training are oriented to relevant policies, procedures and practices of the Organization such as how services are documented in the Organization;
- d. meeting with assigned counselors-in-training at least one hour per week to discuss and critique their clinical work and offer guidance and support as needed and appropriate;
- e. providing feedback to the faculty instructor about the counselor-in-training's performance; and
- f. attesting to the counselor-in-training's completion of clinical activities
- g. completing a formal written honest appraisal of the counselor-in-training's performance at the mid-point and conclusion of the clinical experience.

### 4. Intern Expectations

- a. attend practicum/internship as scheduled based on the schedule developed with the on-site supervisor, be timely and notify the site of any changes in a timely manner
  - a. adhere to all site policies including dress code, work hours, documentation, incident reporting, etc.
  - b. document all hours within the LiveText system in a timely manner so that the on-site supervisor may verify the hours
  - c. adhere to all ethical guidelines outlined by the American Counseling Association as well as policies of SUNY New Paltz's Counseling Education program including the student handbook for the School Counseling or Clinical Mental Health Counseling program

I agree to the above-mentioned responsibilities, as affirmed by my electronic signature affixed below.

Signature of Site Supervisor

Date

Signature of Practicum/Intern Student

Date