Complete this form with your prospective Site Supervisor. Save the form as your last name and name of course, e.g. Doe_Practicum. Attach the form to an email and send to the Clinical Coordinator at counseloredcc@adams.edu by the deadline (November 1st for Spring course; July 1st for Fall course).

A. Student Information

Name ____________________________________________

Cohort ____________________________________________

Student ID # ______________________________________

Course Semester/Year __________________________________

Student Liability Insurance Expiration Date* ________________

*Students are responsible for maintaining liability insurance and uploading proof of insurance into LiveText during Pre-Practicum, Practicum, Internship I, and Internship II.

B. Pre-requisite Information

By the time you begin Practicum, have you or will you have completed the following required courses for Practicum? You cannot enroll in Practicum if you haven’t completed the required courses below.

Yes _____  No _____  COUN 536, Pre-Practicum

*COUN 550, Ethics and Professional Issues needs to be taken before or concurrent with Practicum.

C. Site Information

Name of Site _______________________________________

Website ____________________________________________

____________________________________________________________________________

____________________________________________________________________________
Site setting (*select one*)

_____ Clinical Mental Health Counseling
_____ School Counseling

Types of services provided to clients/students at site
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Tentative job duties for Practicum student
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Is the student currently employed at this site? Yes* _____ No _____
*If yes, please describe the new duties the employee will be assuming for their Practicum experience.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

D. Supervisor Information

Supervisor Name ________________________________

Work Phone ________________________________

Work Email ________________________________

Work Address ________________________________
Supervisor Qualifications (all fields required)

a. Highest degree earned (e.g. MA or PhD) ____________________________________________

b. Degree concentration (e.g. Counseling, Psychology)
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

c. Year degree awarded (e.g. 2000) ________________________________________________

d. Professional counseling licenses and/or certifications and numbers (e.g. LPC #1234)
   __________________________________________________________
   __________________________________________________________


e. Number of years as a counselor, post master’s degree (2 years minimum) ___________

f. Has the supervisor received training in counseling supervision (a minimum of three clock
   hours in counseling supervision that includes an understanding of models and theories
   of counseling supervision, ethical issues relevant to counseling supervision, and
   multicultural issues relevant to counseling supervision)? Yes _____ No* ______

   Describe your training and qualifications in counseling supervision:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

*If no, supervisors are required to participate in a website-based training on counseling
supervision, provided at no charge by Adams State University. The student cannot begin
their Practicum until this training is documented by the Clinical Coordinator.

g. Has the supervisor ever received a disciplinary action from their state regulatory agency
   and/or department of education? Yes* ______ No ______

*If yes, please provide a summary of the disciplinary action.
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
E. Contract, Schedule & Agreement Statements

The purpose of this agreement is to provide a qualified graduate student with a Practicum experience in the field of counseling, to ensure the welfare of clients/ students seen by the supervisee, and to promote the development of supervisee’s professional counselor identity and competence. Practicum must be representative of a clinical mental health or professional school counselor, with an emphasis on practicing foundational and advanced counseling skills, e.g. demonstrating empathy, reflecting meaning, reframing, etc. A minimum of 100 clock hours are required over the course of an academic semester (15 weeks), with at least 40 clock hours being in direct service with clients/ students.

Practicum will begin on ____________________________________________

Practicum will end on ____________________________________________

The anticipated weekly schedule is

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Comments on schedule
______________________________________________________________________________

This contract will remain in effect for the duration of the students' Practicum experience*. Termination of this contract prior to the successful completion of Practicum requires the consultation of the assigned Site Supervisor, Clinical Coordinator, Practicum instructor, and the student.

*Students and Site Supervisors should consult the Professional Practice Manual and the Supervisor Handbook for an extensive list of responsibilities by each party for Practicum.

Summary of responsibilities:

- Site Supervisors and students will meet for an average of 1 clock hour of individual or triadic supervision every week. Supervision hours will be documented on the Midterm and Final Evaluation documents and well as the Final Paperwork document.
- Site Supervisors must complete the web-based supervision training, or have previous training in counseling supervision (Note: the student cannot begin their Practicum experience until this training is documented by the Clinical Coordinator).
- Site Supervisors are to hold the appropriate license/ credential for working within the specific Practicum setting.
- Site Supervisors are legally responsible for the welfare of the client/ students seen at the site are responsible for related professional work conducted at the student’s site.
- Site supervisors engage in counseling supervision, providing both formative and summative feedback to the supervisee (e.g. examine the presenting concerns, challenge the students’ approach and interventions, monitor the students’ attending skills, present and model
appropriate directives, ensure ethical guidelines are upheld, and support the students’ development as a counselor.

- Site Supervisors will provide the opportunity for live supervision or for audio/video recording throughout the duration of Practicum.
- Site Supervisors will review digital recordings of students’ counseling sessions as required by the University. Supervision of these recorded sessions will be completed according to procedure (e.g. between each counseling session) and documented on the Recording Supervision Evaluation document. If digital recording of clients cannot be done on site, the Site Supervisor agrees to supervise sessions completed off-site as arranged by student and Faculty Instructor and/or assist the student with securing another Recording Supervisor to do supervise the recorded counseling sessions; ______ (Initial here if you will NOT be supervising the recorded counseling sessions);
- Students are required to uphold ethical guidelines and to maintain liability insurance throughout Practicum.
- Students are required to maintain the security of their recorded sessions. Recorded sessions are never to be sent to anyone electronically nor viewed in settings where others can see or hear the session. After the sessions are uploaded into MediaSpace, the student must delete the recorded session from the recording device.
- Students are to attend weekly supervision sessions, be prepared for supervision, implement supervisory directives in subsequent sessions, communicate with supervisors and University any conflicts or concerns about the Practicum experience, and consult with Site Supervisor in cases of emergency.
- The University will provide 1.5 clock hours of group supervision for the student and is responsible for assigning the final Practicum grade.
- The University will provide training and consultation in counseling supervision to the Site Supervisor and will be in contact with the Site Supervisor on a regular basis to support the development of the counselor-in-training, e.g. biweekly consultation with the Clinical Coordinator via email or telephone, as initiated by the Clinical Coordinator.
- The University will maintain the security of the recorded sessions after the sessions are uploaded into MediaSpace and will delete the sessions once the student successfully completes Practicum.

We agree, to the best of our ability, to uphold the directives specified in this supervision contract and within the Professional Practice Manual and Site Supervisor Handbook and to conduct our professional behavior according to the ethical principles of our professional association.

Student Signature & Date

Supervisor Signature & Date

ASU Clinical Coordinator Signature & Date

*By signing this form, your name will be automatically added to our site database. Please email the Clinical Coordinator at counseloredcc@adams.edu if you wish to have your name removed from this database.*