

**NIAGARA UNIVERSITY
CLINICAL MENTAL HEALTH PROGRAM**

PRACTICUM & INTERNSHIP I CONTRACT – PART I

This agreement is made on _____ by and between _____
(Date) (Field Site)
Niagara University Clinical Mental Health Counseling Program. This agreement will be
effective for a period from _____ to _____ for *approximately* *8-10 hrs/wk
(Date) (Date)
(practicum) and *20-24 hrs/wk (internship) for _____.
(Student Name)

** Practicum requires a minimum of 100 clock hours. Internship requires 300 clock hours. For practicum, 40 of the 100 hours must be direct contact hours. For Internship students, 120 of the 300 hours must be in direct service. Direct service is defined as: Individual, group, couples or family counseling, co-counseling, clinical intakes, phone crisis counseling, team counseling and observation through a two-way mirror, running psychoeducational groups, etc.*

Purpose

The purpose of this agreement is to provide a qualified student with a practicum/internship experience in the field of Clinical Mental Health Counseling.

The University agrees:

1. to assign a university liaison to facilitate communication between university and site;
2. to notify the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the site;
3. that the university's liaison shall be available for consultation with both site supervisors and students and shall be immediately contacted should any problem or change in relation to student, site or university occur; and
4. that the university supervisor is responsible for the assignment of a fieldwork grade.
5. To adhere to all guidelines as set forth by *CACREP Standards for Clinical Mental Health Counseling Programs*

The Internship Site agrees:

1. to assign a practicum/internship supervisor who has appropriate credentials, time and interest for training the practicum/internship student;
- (Note: Practicum students and interns must receive an average of at least one hour of field-based supervision)**
2. to provide supervised opportunities for the student to engage in a variety of activities related to the professional practice of clinical mental health counseling (as laid forth in the specific standards for Clinical Mental Health as per the Council for the Accreditation of Counseling & Related Educational Programs; www.cacrep.org)
 3. to provide the student with adequate work space, telephone, office supplies, expense reimbursement and support services consistent with that afforded agency clinicians;
 4. to provide supervisory contact that involves some examination of student work using audio/visual tapes, observation, and/or live supervision;
 5. to provide written evaluation of student based on criteria established by the university program;

6. to not involve students in any form of billing for professional services.
7. to adhere to the professional ethics of the American Counseling Association (www.aca.org/) and the Canadian Counseling and Psychotherapy Association for Canada placements (www.ccpa.org/)
8. to contact the assigned faculty supervisor in the event that the candidate demonstrates conduct inconsistent with conveyed and common professional expectations, including matters related to interpersonal relationships, attendance, work completion, timelines, and the keeping of a professional calendar.
9. to ensure that candidates are afforded **appropriate leave time** to attend university based internship supervision activities occurring on a weekly basis. Candidates who reside within driving distance (<3 hours) are expected to attend sessions in person; candidates not within commuting range must participate in sessions electronically.

The Field Placement Student agrees:

1. To maintain an appropriate, professional appearance in dress and hygiene.
2. To be consistently punctual and prepared. (e.g., follow a set schedule for days and times in week to attend the field site, as mutually agreed upon with site and university supervisor).
3. To be appropriately engaged and focused (e.g., no phone or other distractors).
4. To be responsive to feedback/constructive criticism with maturity and dignity.
5. To demonstrate appropriate professional communication skills and behaviors.
6. To complete and submit time logs in a timely manner.

PRACTICUM & INTERNSHIP CONTRACT – PART II

Within the above specified time frame, _____ will be the primary practicum/internship site supervisor. The training activities (checked below) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student’s level of competence in each activity. _____ Tatjana Cownie will be Niagara University’s liaison with whom the student and practicum/internship site supervisor will communicate regarding progress, problems and performance evaluations.

Practicum/Internship Activities

This list below is a list of possible clinical activities for the practicum/internship student. It is not necessary that field sites have the student counselor complete all or even most of these. Check all areas that seem to apply. Additional areas of responsibility may be added in the future.

- | | |
|--|-----------|
| 1. Individual Counseling /Psychotherapy | _____ |
| Personal/Social Nature | _____ |
| Occupational/Educational Nature | _____ |
|
2. Group Counseling/ Psychotherapy |
_____ |
| Co leading | _____ |
| Leading | _____ |
|
3. Intake Interviewing |
_____ |

- 4. **Couples or family counseling** _____
 Leading _____
 Co-leading _____
- 5. **Testing & Assessment** _____
 Administration & Interpretation
- 6. **Report Writing** _____
 Record Keeping _____
 Treatment Plans _____
- 7. **Consultation** _____
 Referrals _____
 Team Consultation & Case staffings _____
- 8. **Community/Psychoeducational Activities** _____
 Family conferences _____
 Community/campus Outreach _____
 In-service presentations _____
- 9. **Career Counseling** _____
- 10. **Other (please specify):**

Type of supervision student will receive: Individual ___ Group ___
(Need formal one hour of supervision per week)

Will the student be able to audio/video tape counseling sessions? Yes ___ No ___

As the site supervisor, I also agree to review the supervisor training materials available through the Niagara University Clinical Mental Health Counseling website <http://www.niagara.edu/mental-health-counseling> and the available mobile device app.

 Agency Supervisor's Signature

 Student's Signature

 *University Representative Signature

Site Contact Information:

Name of Site:

Address:

Primary Supervisor:

Phone:

E-mail:

University Contact Information:

Tatjana Cownie, M.S., LMHC

Field Placement Coordinator

Clinical Mental Health & School Counseling Programs

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