



Site Supervision and Clinical Placement Agreement (Contract)

Student Information:

Student: _____ Phone: _____

Student email: _____ Site email: _____

Site Mailing Address: _____

City: _____ State: _____ Zip: _____

Site and Site Supervisor Information:

Physical Site Address: _____ City: _____

State: _____ Zip: _____

Site Supervisor name: _____ Phone: _____

Email: _____ Site Supervisor Credentials (e.g., LPC, LMFT, NCC): _____

Lic. No.: _____ Years of clinical mental health counseling practice: _____

Approved Clinical Supervisor Certificate? Y N Training in Counseling Supervision: _____

Supervision Theory/Philosophy:

Modality of Supervision (check one): F2F Distance/Virtual If Distance Supervision, Please describe training/cont. ed. in Distance Supervision:

Beginning Date of Placement: _____ Ending Date (last day of course/group supervision): _____

Anticipated Weekly Schedule (3-5 hours a day, 2-3 days per week- Practicum; 20 hours-24 per week, 3-5 days per week-Each Internship): Any changes must be made in writing and communicated to all parties.

Table with 7 columns: Mon., Tues., Wed., Thurs., Friday, Sat., Sun.

Student/Supervisor Responsibilities & Agreements (Please initial to indicate your agreement on each line).

Student Responsibilities	Initials
Keep a daily/weekly log of both direct and indirect service activities. These logs must be reviewed weekly by the Site Supervisor who will sign them, indicating their approval of the hours.	
Receive weekly individual and/or triadic supervision from the Site Supervisor that averages at least one hour per week throughout the entire clinical placement experience. Students are encouraged to seek supervision outside of regularly scheduled sessions, as required.	
Engage in counseling interactions with clients (group or individual), which will be supervised by your Site Supervisor (and/or viewed by audio/video tape in supervision). University Supervisors will require verbatim accounts of counseling sessions.	
Maintain current liability insurance	
Adhere to all policies and procedures as required at the clinical placement site.	

Supervisor Responsibilities	Initials
<i>Attend (each Spring) or view the recording of the Site Supervisor Orientation (Fall and/or Summer)</i>	
Review the <i>Site Supervisor Handbook</i>	
Provide the student with adequate workspace, telephone, office supplies, and staff to conduct professional activities.	
Provide the student the ability to video and/or audio record individual counseling sessions.	
Review and sign the student's daily/weekly log of both direct and indirect hours weekly and at the end of the semester (semester-long log). Your signature indicates your approval of the hours indicated on the log.	
Provide weekly individual and/or triadic supervision to the student that averages one hour per week throughout the clinical placement experience.	
Provide the student with the opportunity to engage in counseling interactions with clients (must include both group and individual counseling), which includes at least 40 direct hours during practicum and 120 direct hours for each Internship (I & II).	
Conduct a mid and final evaluation of the student's performance.	
Communicate with the University Supervisor (course instructor) regarding any concerns regarding student's performance. The University Supervisor will contact Site Supervisors regularly to request regular feedback on the student's performance, however, Site Supervisors should contact the University Supervisor and Internship Coordinator with problems and concerns should they arise.	

By signing below, I am indicating that I have read, understood, and agreed to the terms of this contract.

Counselor in Training Date

Site Supervisor Date

University Supervisor Date

Internship Coordinator Date