

Master of Arts in Counseling Saint Martin's University PRACTICUM AGREEMENT FORM

Trainee Name: _____ Email: _____ Date: _____

SMU Practicum Course Faculty: _____

Practicum Site: _____

Projected Start and End Dates of Practicum: _____/_____/_____ - _____/_____/_____

Practicum Trainee Duties and Responsibilities

- Provide *at least* 40 hours of direct service and 60 hours of indirect service
- **Direct Service** must include a minimum of 4 hours of face-to-face counseling per week for a minimum of 10 weeks - and can include individual, couple, family, co-therapy or group counseling.
- **Indirect Service** can include orientation, live and online training, reading, counseling related projects (e.g. building treatment plans, discharge summaries, case management), classroom participation in the Practicum Course, and other tasks as assigned.
- Obtain evaluations of counseling performance and ability from the on-site supervisor to integrate and apply learning.
- Participate in one hour per week of individual and/or triadic supervision throughout the practicum with the on-site supervisor.
- Participate in an average of 1½ hours per week of group supervision during weekly class meetings with practicum faculty.
- Obtain a program-appropriate audio/video recording of interactions with clients as outlined in the practicum syllabus.
- Provide on-site supervisor with learning objectives/goals as outlined in the practicum course syllabus.

On-site Supervisor Duties and Responsibilities

- Provide the practicum trainee with the opportunity to complete *at least* 40 direct service hours as described above and access/training required on appropriate administrative programs to complete indirect service tasks.
- Provide practicum trainee with the opportunity to learn about, observe, or co-facilitate groups (when appropriate).
- Provide the trainee with an average of one hour per week of individual and/or triadic supervision throughout the practicum.
- Provide practicum trainee assistance in obtaining agency-required releases and client permissions to obtain at least 2 minutes of reviewable audio/video recordings of trainee interactions with a client.
- Provide the trainee assistance in obtaining a *de-identified/redacted* case note for practicum instructor review and class discussion.
- Complete a formative and summative evaluation of the practicum trainee. Evaluation forms will be provided by the trainee.

Practicum Faculty Supervisor Duties and Responsibilities

- Provide the trainee with 1 ½ hours per week of group supervision throughout the duration of the course during class meetings.

Verification of Practicum Placement

Practicum Site Supervisor Name and Organization: _____ # of years supervising _____

Email _____ Phone _____ Supervisor's Earned Degree, Licenses/Certifications: _____

Practicum Worksite Mailing Address: _____

I agree to notify the SMU/MAC faculty supervisor regarding any questions or concerns I may have as soon as is reasonably possible.

Practicum Site Supervisor Signature: _____ Date: _____

In the event of an emergency, or if the student has questions or needs additional information, the student may contact:
_____ Emergency phone: _____

Student Signature: _____ Date: _____

MAC Chair Signature: _____ Date: _____

A signed photocopy of this form should be kept in the trainee's file at their practicum site.

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Saint Martin's University

PRACTICUM GOALS AND OBJECTIVES

Practicum trainee learning objectives for this course are as follows. This list is to be provided to on-site practicum supervisors.

- Establish appropriate and ethical relationships with clients
- Ability to respond to the client in a facilitative manner
- Conceptualization of clients using a guiding theory
- Assisting clients in movement toward goals
- Ability to critique their own counseling skills in order to improve skills
- Ability to recognize necessity for and perform appropriate referral procedures
- Competency in writing summaries, case conceptualizations, and reports
- Technological competence and use of ethical considerations in obtaining audio/video taping of sessions
- Knowledge and practice self-care appropriate for the counselor role

The trainee will supply the on-site supervisor with a skills inventory of the following skill areas at the start and end of the semester for evaluation purposes:

- **Professional Development**
- **The Counseling Process**
- **Case Conceptualization**
- **Other Course Goals and Objectives**

A signed photocopy of this form should be kept in the trainee's file at their practicum site.