



School & Community Agency Practicum Learning Contract

Practicum Student: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Office Phone: _____ E-Mail: _____

Practicum Site: _____

Site Supervisor: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Fax: _____ E-Mail: _____

Practicum Site Agreement:

- I. In clinical mental health counseling, the practicum site will provide counseling services including the diagnosis and treatment of mental/emotional disorders. In school counseling, the practicum site will provide counselor trainees services that at least include individual and group counseling and classroom guidance.
- II. Practicum students will be afforded a 16-week (Spring) or 12-week (Summer) practicum. Practicum placements must begin and end in one academic semester/session (Summer, Spring).
- III. Practicum students will be afforded at least 6-7 hours per week during Spring semester and more during Summer Session at the practicum site.
- IV. A minimum of 100 hours is required for practicum. Of the 100 hours, at least 40 must be direct hours with the other 60 being direct or indirect hours. Time engaged in activities that provide a direct service to the client or student is considered direct hours (e.g., individual and group counseling, classroom guidance, test feedback, and assessment). Time spent in activities which indirectly benefit the client or student is considered indirect hours (e.g., supervision, consultation, attending workshops, researching client issues, and preparing for psycho-educational workshops or guidance lessons).
- V. A minimum 16 hours (or 12 hours during summer) of face-to-face individual supervision

(on-site) will be provided to practicum student during the course of practicum. This supervision will be provided by a Professional Clinical Counselor with supervision status or Licensed School Counselor with a minimum of two years experience.

- VI. The practicum site will authorize the audio and/or videotaping of most individual counseling sessions. These audio/video tapes will be used to evaluate the practicum student and to help him/her to develop his/her counseling skills. Tapes will be for review by Cleveland State University faculty and for use in group supervision. The identities of clients will at no time be compromised and all recordings will be erased after supervisory review. Practicum student must secure consent to tape form prior to taping a student/client. Clients will be asked to sign a release, authorizing the practicum students to audio/video tape a session. If the site does not have a release form for such taping, a sample form is provided by the Counselor Education program at Cleveland State University.
- VII. The site supervisor agrees to meet with the Cleveland State University faculty supervisor during the semester of Practicum. In addition, the supervisor will complete and notarize (*when indicated*) the following documentation required by the State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board and/or Cleveland State University.
 - a. Professional Clinical Counselor Training Supervision Agreement
 - b. Practicum Report Form – Evaluation of Practicum Student

I agree that the Practicum Site will meet or exceed the requirements identified. I understand that these requirements meet the practicum guidelines mandated by the Counseling, Social Work, and Marriage & Family Therapist Board of The State of Ohio, and guidelines of the Council on Accreditation of Counseling and Related Educational Programs (CACREP) as adopted by the Counselor Education program at Cleveland State University. In addition, I will assist the student counselor in securing competence in the provision of counseling services as outlined by the "Practicum Agreement" in this learning contract.

Site Supervisor Signature

Date

Practicum Student Agreement:

- I. Orientation toward and the competent administration of intake interviews. Consistent with the practicum site, this may include a Mental Status Examination, structured or semi-structured interview, or other assessments.
- II. Orientation toward an adequate preparation of treatment plans as dictated by the administrative procedures of the site and populations served.
- III. a. Orientation to and demonstration of competence in the diagnosis of mental or emotional disorders in a diverse group of clients (Agency), OR
b. Orientation to and demonstration of competence in the ASCA National Model service delivery system components (School).
- IV. a. Orientation to and demonstration of competence in the treatment of mental or emotional disorders in a diverse group of clients (Agency), OR
b. Orientation to and demonstration of competence in school setting appropriate treatment of developmental or mental health in a diverse group of clients (School).
- V. Demonstration of cultural awareness, adaptation to, and sensitivity toward diverse client populations. (i.e., racial or ethnic minorities, women, elderly persons, physically/intellectually challenged, gay men, lesbians/bisexuals/transgender individuals, economically marginalized people, etc.)
- VI. Cogent and accurate record keeping in accord with the ethical guidelines of the American Counseling Association or American School Counseling Association, legal requirements of the State of Ohio, and mandates of the practicum site.
- VII. Demonstration of appropriate interpersonal skills during counseling sessions and in contact with supervisors, staff, and other professional contacts directly associated with the counseling practicum.

I agree to secure competence in the provision of counseling services as defined in the “Practicum Agreement” portion of this Learning Contract. In addition, I will collaborate with my Practicum Site Supervisor in meeting the requirements set forth by the “Practicum Site Agreement” portion of this Learning Contract.

Practicum Student’s Signature

Date