

The University of Memphis
Department of Counseling, Educational Psychology, and Research
Masters'

Practicum/Internship Agreement (Circle one)

TEMPLATE (change to fit your area of concentration)

The purpose of this document is to specify the terms of the agreement that will exist between the Clinical Mental Health Counseling Masters Program(or school or clinical rehabilitation counseling etc) at The University of Memphis and _____ (site), Memphis, TN. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific supervisory relationship will exist between_____, **M.S.,LPC (etc)**, On-Site Supervisor, the Departmental Practicum/Internship Coordinator, and _____, MS Practicum/Intern student.

The Practicum Program

The practicum(if used for internships – change number of hours etc) program is to consist of a minimum of an average of 10 – 14 hours per week for _____ semester 2019 (August 24 2019 through December 7, 2019) for a total of 3 hours of graduate credit. This program is intended to fulfill the practicum (or internship) requirement for the Masters in Counseling degree in the_____concentration.

Responsibilities of the Practicum/Internship Student

The practicum/internship student shall be responsible for: **Examples Below! Craft to your site!**

1. Receiving one hour of supervision onsite, 1.5 hours in class & 1 hour with faculty
2. Maintaining accurate records as required by the On-Site supervisor and the Counselor Education Department at The University of Memphis;
3. A log will be maintained of time spent and all practicum activities which will be reviewed on a weekly basis and verified by the On Site Supervisor's signature;
4. A number of audio counseling session tapes will be completed (intern number to be determined by individual faculty supervisor, **but practicum must have 5 tapes**);
5. Administering assessments to evaluate client abilities, strengths, and needs;
6. Scoring and interpreting the assessments that are conducted and writing reports based on interpretations of assessment results;
7. Running therapy groups
8. Seeing individual clients
9. **Earning 100 total hours – 50 in client contact and 50 indirect hours (This is for prac – remember internship is either 300 or 600)**

Responsibilities of the On-Site Supervisor

The On-Site supervisor will serve as consultant and supervisor for the Practicum /Intern student while the student is on-site. Regular weekly, face to face planning, evaluation or consultation sessions between the On-Site Supervisor and the Practicum student are needed for at least one hour per week. Additionally, the On-Site Supervisor will participate in the Midterm and Final Evaluation of the Practicum student. Onsite supervisor or staff will orient the student to the site.

Responsibilities of the Individual University Supervisor(for Prac)

The Individual University Supervisor shall meet with the Practicum/Intern student weekly on an individual basis for the purpose of: **(Examples below)**

1. Critiquing and discussing the Practicum student's progress on a regular basis;
2. Evaluating and providing feedback of the audio taped counseling sessions;
3. Being available to discuss the Practicum student's placement concerns;
4. Evaluating the Practicum student's progress and status of projects;
5. Making a site visit/communicating during the course of the semester to meet with the On-Site Supervisor.
6. Oversee the development of the Practicum student's Professional Portfolio (not applicable for Rehabilitation students)

Responsibilities of the Group University Supervisor for Practicum/Internship

The Group University Supervisor shall meet with the Practicum student on a weekly basis in a group format for the purpose of:

1. Discussing the timely concerns and issues of the student group enrolled in the Practicum/Internship course;
2. Being available as another faculty consultant to provide feedback and guidance related to students' placement concerns.
3. Making a site visit and connecting bi-monthly with onsite supervisors
4. Reviewing tapes as needed

In the unlikely event that a problematic situation occurs between the On-Site Supervisor and the Practicum student which is difficult to resolve, either the On-Site Supervisor or the Practicum student may contact the student's University Supervisors or the Departmental Practicum/Internship Coordinator.

Practicum Student Date

M.S.,LPC-MHSP Date
On-Site Supervisor

Practice/Date_____ Clinical Coordinator of