

NOTE TO DOCTORAL PRACTICUM STUDENTS

I have included a sample contract that would be appropriate for a doctoral practicum. You may use this template as a model for the actual contract that you establish with your On-Site Supervisor.

1. Read through the terms of the sample contract. Note that the underlined names/terms must be replaced with the actual names of the people/site that fits your situation.
2. You **MUST** keep student responsibilities #1-5 in your contract. They are mainstays of the practicum requirements and must be stated in all Practicum contracts.
3. However, student responsibilities #6-onward should be formulated to fit your unique Practicum site. List specific responsibilities; general/vague activities are not enough (i.e. participate in other counselor activities...). If these responsibilities are not specific and/or do not note a variety of activities, your contract will be returned with instructions to provide more clarity and breadth.
4. It is important that you make special note to include duties that fall within the purview of #6 and #7 to distinguish this practicum experience from a Masters degree practicum experience.
5. Keep page 2 of the sample contract “as is”, with the exception of including the correct names in the appropriate places. Be sure to have your On-Site Supervisor sign all 5 (five) original documents as well as yourself **PRIOR** to turning them in to The Practicum/Internship Coordinator mailbox located in 100 Ball Hall. COGDAL
6. Remember, that until your contract is approved by the Practicum/Internship Coordinator, you cannot begin to log On-Site hours to meet Practicum requirements.

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

(Sample) Doctoral Practicum Agreement

The purpose of this document is to specify the terms of the agreement that will exist between the Counselor Education Doctoral Program at The University of Memphis and _____, 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 contract will exist between _____, On-Site Supervisor, Dr. Pamela Cogdal University Practicum/Internship Coordinator, and _____, doctoral practicum student.

The Doctoral Practicum Program

The doctoral practicum program is to consist of a minimum of an average of 10 (ten) hours per week for Fall semester 20--- (August 28, 20--- through December 6, 20--) for a total of ---- hours of graduate credit. This program is intended to fulfill the practicum requirement for the doctoral degree in the Counselor Education program.

Responsibilities of the Practicum Student

The doctoral practicum student shall be responsible for:

1. Completing a minimum of 150 hours between August 28, 20--- and December 6, 20-- with 60 of the 150 hours in direct client service;
2. Receiving supervision and instruction in the programs and procedures of _____
3. Maintaining an accurate record as required by the On-Site supervisor, _____, and the Counselor Education Department at The University of Memphis;
4. 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;
5. A minimum of 10 (ten) audio counseling session tapes will be completed;
6. Being involved in the development of new program(s)/project(s) that would provide services to the agency's clientele;
7. Being responsible for administrative/leadership/supervisory duties within the agency as well as one program evaluation assignment
8. Conducting a weekly counseling group
9. Conducting intake interviews for new clients
10. Conducting weekly individual counseling sessions
11. Attending weekly agency staff meetings

Responsibilities of the On-Site Supervisor

The On-Site supervisor will serve as consultant and supervisor for the doctoral Practicum student while the student is on-site. Regular weekly, face to face planning, evaluation or consultation sessions between the On-Site Supervisor and the doctoral Practicum student are recommended. Additionally, the On-Site Supervisor will be invited to participate in the Midterm and Final Evaluation of the doctoral Practicum student.

Responsibilities of the Individual University Supervisor

The Individual University Supervisor shall meet with the doctoral Practicum student weekly on an individual basis for the purpose of:

1. Critiquing and discussing the Practicum student's progress on a regular basis;
2. Evaluating and providing feedback of the audiotaped 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 during the course of the semester to meet with the On-Site Supervisor.
6. Oversee the development of the Practicum student's Professional Portfolio

Responsibilities of the Group University Supervisor

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. Signing logs, grading presentations and program evaluation assignment

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 Pamela Cogdal, PhD pcogdal@memphis.edu

(Practicum Student) (date)

(Site Supervisor) (date) **Print and sign**

(Pamela A Cogdal, PhD Clinical Coordinator of
Counseling and Practicum/Internship)
Date _____