

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

Practicum Agreement form for Counseling Psychology Doctoral Students
(to be completed by the student each semester)

The purpose of the document is to specify the terms of agreement that will exist between the Counseling Psychology program at The University of Memphis and (**name of agency**). Terms of the agreement will be subject to amendment only if all parties are of one accord. The specific contract will exist between (**name of on-site supervisor**), On-Site Supervisor; Dr. Elin Ovrebo, University Doctoral Practicum Coordinator; and (**name of student**), Practicum Student.

The practicum program is to consist of 12-15 hours per week for the (Spring, Fall, Summer) semester (give dates) for a total of 3 hours of graduate credit. This practicum is intended to partially fulfill the practicum requirement for the doctoral degree in Counseling Psychology.

The University and the Agency agree to the following:

1. the determination of the number of students, their schedules, and the suitability of the Agency as a practicum site shall be made by mutual agreement between the designated representatives of the University and the Agency;
2. the University or the Agency may request withdrawal of any student whose performance record, conduct, etc. does not justify continuance in field supervision at the agency. Prior to withdrawal of the student, university and on-site supervisors will meet to discuss the circumstances and possible courses of action to remedy the situation;
3. the University and the Agency understand that the educational objectives and evaluation criteria for the University as contained in the University's practicum guidelines constitute the expectations for the student's learning;
4. the University and the Agency understand that the student shall not be used in lieu of professional staff personnel and shall be under the instruction of the Agency licensed psychologist. Nothing in this agreement shall be construed to create the relationship of employer and employee between the practicum site and the practicum student.

Responsibilities of the Practicum Student

The practicum student shall be responsible for:

1. completing a minimum of 200 hours between (dates of semester) with 75 hours in direct clinical service and between 38 and 45 hours in Supervision (includes both individual and group supervision, the number of supervision hours may be less in the summer semester due to the shorter semester);
2. receiving supervision and instruction in the programs and procedures of the agency in which the practicum is being served;
3. maintaining accurate records as required or requested by the on-site supervisor and the Counseling Psychology program;
4. maintaining a log of all practicum activities;

5. duties specific to the site (**practicum student should list expected duties, e.g., conducting groups with x type of client; conducting clinical intakes, assessments; providing individual therapy to x type of client**);
6. abiding by the Code of Ethics of the American Psychological Association;
7. conducting him/herself as professionals in all interactions at the Agency;
8. conforming to the Agency's holiday schedule and the University's semester calendar.

Responsibilities of the On-Site Supervisor

The On-Site Supervisor shall:

1. serve as consultant and primary supervisor for the practicum student. Regular weekly, face-to-face planning, evaluation, or consultation sessions between the on-site supervisor and the practicum student are required.
2. complete an end of the semester evaluation of the practicum student.

By signing this contract, the on-site practicum supervisor agrees that the practicum site will be able to provide the practicum student with the required number of clinical service and supervision hours.

In the unlikely event that a problematic situation occurs between the on-site supervisor and the practicum student that is difficult to resolve, either the on-site supervisor or the practicum student may contact Dr. Sara Bridges, Doctoral Practicum Coordinator, or the student's university supervisor.

This contract must be signed by both the student and on-site supervisor and received by the University Doctoral Practicum Coordinator four (4) weeks prior to the beginning of the university semester in which the practicum is supposed to occur or the student will not be allowed to complete a practicum at the site in that semester.

Practicum Student Signature/Date

On-site Supervisor Signature/Date

Doctoral Practicum Coordinator Signature/Date