

COUNSELOR EDUCATION MASTER'S PROGRAMS SUPERVISOR CONTRACT

Albany State University
Counseling and Educational Leadership
244 Billy C. Black Building Albany, GA
Phone 229-500-2273

This contract delineates the expectations for all counseling master's student who are providing services to clients as part of a supervised field experience in counseling, practicum/internship site supervisors, and Albany State University Counselor Education Clinical Coordinator. Questions regarding this contract and student performance should be directed to the following respective clinical coordinator:

Dr. Claudia Calder, Clinical Coordinator - claudia.calder@asurams.edu; 229-500-2273

Requirements of Practicum and Internship

For COUN 5570 Practicum, counselor candidates are required to:

1. Work a minimum of 100 hours at a practicum site (pre-approved by the Clinical Coordinator);
2. Provide a minimum of 40 hours of direct counseling services for clients through the provision of individual and/or group counseling services;
3. Complete a minimum of 60 indirect hours of counseling-related activities such as staff meetings, clinical documentation, trainings, preparing for counseling sessions, etc.;
4. Complete a client case conceptualization presentation;
5. Participate in one hour of individual supervision online with appointed university supervisor; and
6. Participate in group supervision each week online with appointed university supervisor

For COUN 5595 Internship, counselor students are required to:

1. Work a minimum of 600 hours at an Internship site (pre-approved by the Clinical Coordinator)
2. Provide a minimum of 240 hours of direct counseling services with clients through the provision of individual and/or group therapy services;
3. Complete a minimum of 360 indirect hours of counseling-related activities such as staff meetings, clinical documentation, trainings, preparing for counseling sessions, etc.;
4. Complete a client case conceptualization presentation;
5. Participate in one hour of individual supervision at the internship site; and
6. Participate in group supervision every other week online with Albany State University appointed supervisor.

Expectations of Counseling Students

Albany State University counselor candidates are expected to:

1. Comply with all practicum and internship site policies and procedures;
2. Abide by the *ACA Code of Ethics* (2014) as well as professional ethical codes and guidelines specific to my specialty area including but not limited to the *Alabama Board of Examiners (ABEC) Code of Ethics and Standards of Practice*, *ASCA Ethical Standards for School Counselors* (2016), and the *Code of Professional Ethics for Rehabilitation Counselors* (CRCC, 2017) while working at their practicum/internship site;
3. Maintain excellent attendance at the site and use the appropriate call-off procedures in emergency and illness circumstances;
4. Arrive on time to their practicum/internship site;
5. Be flexible in scheduling their availability and works with the site to make changes or adjustments if scheduling issues arise;
6. Schedule additional hours on site to accrue direct hours if the student experiences a lot of no shows, trouble scheduling clients, transition issues, etc.;
7. Provide counseling services at the practicum or internship site for the duration of the semesters in which the counselor candidate is enrolled in the practicum or internship course;
8. Accurately and honestly record direct and indirect hours on their practicum/internship log;
9. Gain experience in group counseling (10-hour minimum) in or internship.

Expectations of the Practicum or Internship Site Supervisors

The Albany State University Counselor Education faculty will work closely with site supervisors to provide an optimal training experience for counselor candidates. In order to offer a collaborative and supportive training environment, site supervisors are expected to:

1. Offer one hour of individual supervision to the counselor candidate each week throughout the practicum or internship placement;
2. Communicate with Clinical Coordinator if a practicum/internship counselor candidate is not performing adequately to meet the site's standards;
3. Complete a midterm and final evaluation for each counselor candidate for both practicum and internship;
4. Offer counselor candidate an opportunity to lead or co-lead counseling or psychoeducational groups in either practicum or internship;
5. Offer counselor candidate opportunities to become familiar with a variety of professional activities and resources, including technological resources during their practicum or internship.

Expectations of Counselor Education Faculty

The Counselor Education faculty are committed to counselor candidate's success and preparing competent counselors. In order to provide a supportive training environment, faculty are expected to:

1. Offer group supervision to practicum and internship students as stipulated by the CACREP Standards;

2. Communicate with counselor candidates who are not adequately progressing through practicum and/or internship.

By signing this form, I agree to the requirements outlined in this contract. Failure to abide by this contract could result in removal of the counseling student from the practicum/internship site, the implementation of a remediation plan and/or dismissal from the counseling program.

_____	_____
Counselor Candidate	Date
_____	_____
Site Supervisor	Date
_____	_____
Faculty Supervisor	Date