

**Practicum Contract**  
Wright State University

College of Education and Human Services, Department of Human  
Services 108 Allyn Hall, 3640 Colonel Glenn Highway, Dayton

Phone: 937.775.2075 Fax: 937.775.2042

**SEMESTER:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ YEAR: \_\_\_\_\_

**PROGRAM:** School Counseling \_\_\_\_\_ CMHC \_\_\_\_\_

Student: \_\_\_\_\_

Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Supervisor Phone: \_\_\_\_\_ Supervisor E-mail: \_\_\_\_\_

This Memo of Understanding is entered into between \_\_\_\_\_ (*site supervisor name*) for

\_\_\_\_\_ (*student name*), an practicum student from Wright State University, Department of Human Services, Counselor Education Program as represented by \_\_\_\_\_ (*Advisor name*) in the Human Services Department at WSU. The site supervisor agrees to assume responsibility for assisting the practicum student in conducting counseling and appraisal activities related to his/her practicum experience. These activities are here defined between the student and the College of Education and Human Services and are agreed to by the site supervisor. The University Supervisor agrees to be available for consultation with the Site Supervisor personally, by phone and/or e-mail and may make on-site visits to monitor student progress.

**The university supervisor agrees to:**

- (1) Availability for consultation with site supervisor during the semester.
- (2) Provide 1.5 hours minimum per week of group supervision and review student work on a weekly basis.
- (3) Collecting and verifying student logs, site supervisor evaluation, and student site evaluation and assigning student grade.
- (4) Complete University supervisory form and returning all the above paperwork for filing in student folder no later than one week following finals week.

**The site supervisor agrees to:**

- (1) Provide the CNL 8650 student with a minimum of 40 direct client contact hours over the semester and a minimum total of 100 clock hours over the semester. Of the 40 direct client contact hours, 25 percent (10 hours) must be individual counseling, and 25 percent (10 hours) must be group counseling. The remaining 50 percent (20 hours) may be a combination of counseling individuals, groups, families, couples, students, assessment, etc.
- (2) Provide a minimum of one (1) hour of individual supervision per week with the student.
- (3) Complete the Student Evaluation Form and communicate the same to the student as final feedback on the

student's progress.

- (4) Be available for consultation with the university supervisor.
- (5) Permit a minimum of two (2) 30 minutes or more audio taping or video recording per semester, per university supervisor's request.
- (6) Assume responsibility for assisting the practicum student in conducting activities related to his/her practicum experience. These activities are here defined between the student and the CEHS and are agreed to by the site supervisor. The university supervisor agrees to be available for consultation with the site supervisor.
- (7) Provide the student with adequate physical facilities in which to work.
- (8) Inform student of legal and ethical considerations and other rules that affect the practice of counseling at the site.

*Note:* The student's start and end dates of practicum corresponds with the Wright State University academic calendar. In other words, a student begins practicum the first day of classes and terminates the last day of the finals week. However, it is understood that the practicum student may be required to complete orientation/training at his/her site prior to the first week of practicum.

**The student agrees to:**

- (1) Act in a manner consistent with ACA, ASCA, NBCC, AMHCA, IAMFC, OCSWMFT board, as appropriate to the site.
- (2) Be responsible for a minimum of 40 direct client hours (at least 10 individual hours and 10 group hours) and a minimum total of 100 clock hours over the semester.
- (3) Be responsible for being available to the site supervisor for conferences (e.g. staff meetings, consultation, etc.).
- (4) Be responsible for a minimum of two (2) 30 minutes or more audio video recording per semester.
- (5) Be responsible for meeting with site supervisor for one hour per week outside of group supervision.
- (6) Comply with the rules and regulations of site (e.g. report writing, in-service training, etc.).
- (7) Complete practicum/internship hours in a different area than that in which they are employed and supervised by someone other than regular supervisor if practicum/internship site is also place of employment.

Site Supervisor's signature and date \_\_\_\_\_

Practicum Student's signature and date \_\_\_\_\_

University Supervisor's signature and date \_\_\_\_\_