

Lubbock Christian University
Department of Graduate Behavioral Sciences
CMHC Practicum/Internship Contract

The practicum and internship experiences are designed to provide students (hereafter referred to as Counselors-in-Training) enrolled in the graduate Clinical Mental Health Counseling Program at Lubbock Christian University with the necessary clinical experiences to prepare them for careers in counseling. The success of these experiences requires close cooperation between the University, the Practicum/Internship Instructor, and professional counselors in School and Community settings.

I. Purpose of Agreement: The purpose of this agreement is to specify the duties and responsibilities of the Counselor-in-Training, the On-Site Supervisor from the designated site and the Supervisor from Lubbock Christian University. The principals involved in the conduct of the training experience during the current semester are the Counselor-in-Training, the On-Site Supervisor, and the University Supervisor.

Designated Site: Current Semester: Counselor-in-Training: On-site Supervisor: Practicum/Internship Instructor:

II. Length of the Practicum or Internship Experience: The Counselor-in Training's tentative schedule during the training period will include a minimum number of hours per week, between the first day of the term to the last class date. This agreement will be in effect until the end of the semester at which time the Counselor-in-Training must have completed the required hours (300 hours [150 direct] for internship class, 150 hours [75 direct] for practicum class) of counseling duties as specified in this agreement. The training experience is normally begun on the first day of class for the semester and ends on the last day of class for that same semester. In the event that the training experience is concluded prematurely because of unsatisfactory work, the Practicum/Internship Instructor will facilitate, if appropriate, communication among all parties. Reason(s) for termination will be discussed and if appropriate, alternative educational experiences for the Counselor-in-Training will be recommended.

Hours: Out of: First day of term: Last day of term:

III. Policies and Procedures: All written policies and procedures governing the conduct of the Counselor-in-Training shall be made available to all parties and considered a part of this agreement. These documents include, but are not limited to: (a) the course syllabus; (b) personnel policies applicable to the Counselor-in-Training; (c) professional ethical standards; and (d) procedures relative to counseling, evaluation, referrals, and record keeping.

IV. Liability Claims: The University requires the Counselor-in-Training to have professional liability insurance; in addition, it is recommended that Site Supervisors share with the Counselor-in-Training their suggestions or requirements regarding the amount and scope of liability insurance. In the event there is litigation against the Counselor-in-Training, the University, or the Practicum/Internship Instructor, the Placement Site agrees to provide access and authority to investigate the claims directly on-site and to obtain such information from the Internship/Practicum Site as it may be required in the defense of claims related to the Counselor-in-Training, University, or Practicum/Internship Instructor. The Internship/Practicum site agrees to indemnify and hold harmless Practicum/Internship Instructors, administrators, and Board of Regents for any claims or lawsuits brought against Practicum/Internship Instructors, University Administrators, and the Board of Regents for negligence by the placement site or its employees.

V. Student Records: Student records are protected by the Family Education Rights and Privacy Act. By signing this Agreement, the Counselor-in-Training authorizes the sharing of information about his or her academic or work performance between the On-Site Supervisor and the Practicum/Internship Instructor.

VI. Non-discrimination Policy: The Counselor-in-Training, On-Site Supervisor, and Practicum/Internship Instructor agree to afford equal opportunities for selection of the Counselor-in-Training and the delivery of services to clients regardless of age, color, creed, disability, national origin, race, religion, or gender, in accordance with all applicable federal and state constitutions, laws, and valid regulations.

VII. Training vs. Employment: The training experience is designed to meet the educational requirements established by the University. Arrangements between the Internship/Practicum Site and the Counselor-in-Training relative to scheduling and any remuneration for the Counselor-in-Training's work activities are between those two parties. The relationship between the Counselor-in-Training and the Internship/Practicum Site is not considered an employer/employee relationship within the meaning of the Fair Labor Standards Act, and therefore the time the Counselor-in-Training engages in activities to complete training requirements is not subject to the provisions of this act.

VIII. Modification of this Agreement: The Agreement will be governed by Texas law and any disputes arising under this contract will utilize the dispute resolution process set forth in Chapter 2260 of the Texas Government Code. Any modification of this Agreement will be in writing and signed by all of the parties.

IX. Additional Specific Responsibilities of the Parties:

a. Responsibilities of the Counselor-in-Training

The Counselor-in-Training shall be responsible for:

- i. utilizing supervision and instruction to learn about the programs and routines at the designated site;
- ii. conducting his or her site activities in an ethical and professional manner;
- iii. completing the activities assigned by the Practicum/Internship Instructor and written in the course syllabus;
- iv. and completing the minimum amount of training hours which includes the specific activities to be performed during this training period. A description of Counselor-in-training duties is included as the last page of this document.

Designated site: Hours: Out of:

b. Responsibilities of the On-Site Supervisor

The placement site agrees to provide a safe working environment, free from harassment and in compliance with the requirements of the Americans with Disabilities Act (ADA).

The On-Site Supervisor will serve as consultant and supervisor of the Counselor-in Training. The On-Site Supervisor will be responsible for:

- i. providing orientation to policies, procedures, personnel, and resources at the Work Site;
- ii. providing opportunities for the Counselor-in-Training to engage in a minimum number of hours of professional counseling activities under supervision;
- iii. monitoring and providing any necessary assistance for the Counselor-in-Training as he or she becomes more proficient in counseling;
- iv. providing a minimum of one hour per week of individual or triadic supervision (supervision of cases/planning/evaluation/ consultation session) with the Counselor-in-Training. The supervisor's input in these sessions will be based on observations of the Counselor-in-Training's performance. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients.
- v. communicating with the Practicum/Internship Instructor about problems relating to the performance of the Counselor-in-Training's performance, based on criteria established by the University Program.
- vi. providing written evaluations of the Counselor-in-Training's performance, based on criteria established by the University Program.

Number of hours (tally up for entire semester - 1 hour per week):

c. Responsibilities of the Practicum/Internship Instructor: The Practicum/Internship Instructor will also serve as consultant and supervisor for the Counselor-in-Training. The Practicum/Internship Instructor will be responsible for:

- i. providing the prospective On-Site Supervisor with information about the requirements and expectations for the internship experience;
- ii. notifying the Counselor-in-Training that he or she must adhere to the administrative policies, rules, standards, schedules, and practices of the Work Site;

- iii. being available for consultation with both the On-Site Supervisor and the Counselor-in-Training, and contacting the On-Site Supervisor if any problems or changes occur that are related to the Counselor-in-Training's progress;
- iv. providing a minimum of one and a half hour per week of group supervision which will include assistance with case conceptualization and additional instruction as needed.
- v. assigning a course grade for the Counselor-in-Training.

By signing this agreement the parties agree that they have read, understood, and accepted the terms and conditions of this agreement.

Counselor-in-Training
Signature

_____ Date: _____

On-Site Supervisor
Signature

_____ Electronic Signature Pending

University Professor
Signature

_____ Electronic Signature Pending

LCU Clinical Supervisor
Signature

_____ Electronic Signature Pending