COUNSELING PRACTICUM AGREEMENT

This agreement is between the University of Wisconsin-River Falls, located in River Falls Wisconsin, and the __________________________ School district/agency, located in __________________________. The student, __________________________, will be placed in the counseling department/agency under the supervision of _________________________________, Licensed Counselor, for the period of __________________ to __________________.

THE UNIVERSITY AGREES THAT:

- The students will be deemed ready for practicum by the counseling program faculty.
- The university supervisor will consult with the student and supervising counselor bi-weekly during the semester, by phone, email, student evaluation, or site visit.
- The counseling students will be provided with group supervision by the university supervisor(s).
- The university supervisor will be available for on-site supervising, as needed, throughout the practicum.
- Within the extent and limitations of Sections 895.46(l) and 893.82, WI Statutes, the State will pay judgments for damages and costs against its officers, employees and agents arising out of their activities while within the scope of their assigned responsibility in the program at the facility.

THE SCHOOL DISTRICT/COUNSELING AGENCY AGREES THAT:

- The supervising counselor is licensed in the area of expertise sought by the practicum student and has at least three (3) years of experience as a counselor at the level they are supervising, plus one year in the current position.
- The site supervisor will complete the UWRF Site Supervisor Training Module prior to hosting a UWRF student. Contact Dr. Mark Gillen for more information: mark.gillen@uwrf.edu.
- The supervising counselor will meet with the student to establish mutual goals for practicum, including providing direct experiences with a diverse client population. Supervising counselors understand that Practicum Students require frequent support and supervision due to their early stage in program completion.
- The supervising counselor will be available to the student for regular feedback and consultation, totaling at least 1 hour per week. This will include live supervision of counseling skills practice.
- The supervising counselor will consult with the university supervisor on a bi-weekly basis during the semester.
- The supervising counselor provides written evaluation of the student at the mid-point and at the end of the semester.
- The supervising counselor signs case study notes written by the student for seminar to indicate that a discussion of the case has occurred. Case notes are shredded at the end of the semester.

THE STUDENT:

- The student will function as a professional counselor, adhering to the site requirements as to attendance, demeanor, procedures for confidentiality, mandated reporting, and other ethical and legal guidelines.
- The student will cooperate with both university and on-site supervisors in matters of supervision, consultation, and evaluation.
- The student will take measures necessary to protect themselves regarding personal or property injury, understanding that field experiences occur at your own risk.

University Supervisor/date Supervising Counselor/date Student Counselor/date

Practicum site: __________________________ Telephone: __________________________

Address, City, State, Zip Code: __________________________ Email: __________________________ Fax: __________________________