Student Name:

Practicum Placement Site:

Practicum Placement Site Supervisor Name:

Dates of Practicum Agreement: from to

1. Each student enrolled in HLC 551 (10-week summer session) is required to be in a clinical practicum placement for a total of one hundred and fifty (150) hours. These hours should be dividing fairly evenly throughout the time the student in in practicum (in a developmentally appropriate fashion). The hours may consist of a range of activities related to clinical work: direct client counseling services, case management, record keeping (progress notes, treatment plans, bio-psycho-social assessments, etc.), individual and group supervision, in-service training and case consultation. Students should be doing or preparing to do master’s level counseling work. Forty of the one-hundred and fifty hours should be direct client hours. There are situations where students aren’t able to get 40 direct hours. Your on-site supervisor should discuss this with the professor if they think this is a possibility. \*Please see COVID statement at the end of this document.
2. The Holistic Clinical Mental Health Counseling (HCMHC) Program and the Holistic Counseling (HC) Program may support students in their search for a placement by providing a list of possible placements and consultation to identify student interests and needs. The program does not place students at their sites. It is the student's responsibility to secure his/her/their placement.
3. With HCMHC/HC Programs approval, students may use their place of employment as their clinical practicum placement site under the following conditions: The practicum placement tasks and responsibilities must be different from the student’s current job description and focus on *masters-level* skill building. For example, clinical work in another department, another program or with another client population. The student and practicum placement site supervisor will attach to this agreement, a current job description and the revised practicum job description, highlighting the differences between the two.
4. Each practicum student must have an on-site supervisor who provides an hour per week individual supervision. Supervision is a requirement for RI State Licensure, as well as for this practicum. At present, RI State law does *not* require pre-master's degree practicum students to be supervised by a licensed (LMHC) mental health practitioner. This requirement may change. It is each student's responsibility to monitor State licensing standards. The most recent standards can be accessed on the state’s licensure website. On-site supervisors do need to have a Masters' Degree in the behavioral health field that has included clinical counseling training.

1. The clinical practicum placement is expected to be continuous. There should be no extended break in the student’s clinical placement over the course of the summer semester. Students who have a gap in a clinical placement that exceeds one week may be required to withdraw from, or take an Incomplete in, the course. Maintaining a consistent presence in the placement allows the student continuity in counseling practice and client relationship.
2. If students intend to obtain practicum hours over the designated Salve Regina University holidays, they MUST make their site supervisors aware that they will not be receiving supervision from a university supervisor during the break. Only the hours accumulated during the designate time of the summer semester count towards the course.
3. The student is limited to one practicum site.
4. Information regarding student performance that could impact client safety (in relation to ethical and professional requirements/protocol) will be shared with site supervisors and Salve Regina University faculty to protect clients, field placement, and university safety.
5. If a clinical placement is terminated for any reason, the student must inform the practicum instructor immediately. Termination from a clinical placement because of poor performance is grounds for dismissal from the practicum class and possibly from the program. In this case, a documented meeting with the student, the practicum placement supervisor and the HCMHC program practicum instructor and/or coordinator is required. If a student is dismissed from two practicum opportunities the student will be dismissed from the program.
6. Each student will participate in a Practicum Seminar. This course meets weekly on campus according to the semester schedule. The instructor will conduct a minimum of one field placement site visits. This consultation is designed to review the student’s clinical work and progress. The student should be present for this review.
7. Each student and practicum placement supervisor is required to complete all practicum documentation; clinical practice agreement, mid-term and final evaluation, student log, placement information form, and student evaluation of placement site. These forms are the student's responsibility to disseminate (if appropriate) and collect.
8. Successful completion of HLC 551 requires a demonstration of professional competency and successful evaluation by the practicum placement and practicum instructor. Not meeting these requirements results in dismissal from the SRU Master of Arts in Holistic Counseling.
9. Practicum student are required to obtain student general liability insurance before starting in the field. See: <http://www.counseling.org/.../Students/ACA_Student_Coverage> The American Counseling Association provides this insurance with membership (it is not automatic, student must sign-up for the coverage).
10. Practicum student will provide services within the ethical guidelines of the American Counselors Association Code of Ethics (2014), and the Code of Ethics held by the practicum placement site (as well as any other protocol necessary).

**Expectations of the Student, the Practicum Placement Site Supervisor, and the HCMHC Program Master’s Program Practicum Instructor**

The practicum student agrees to:

* Participate as a practicum student for one hundred fifty (150) hours
* Participate in individual clinical supervision weekly with the practicum placement site supervisor
* Participate in group supervision and staff meetings of the practicum placement site as appropriate
* Successfully complete the elements outlined in the HLC 551 syllabus
* Integrate and practice their counseling skills in the field placement site setting
* Become thoroughly familiar with the placement organization and its administrative policy, code of ethics, funding, size, services, confidentiality standards, staff and functions, referral sources, client populations and related issues of diversity
* Develop skills in assessment, treatment planning, and clinical intervention
* Develop skills in clinical documentation and reporting
* Develop skills in the modalities offered by the practicum placement site
* Develop an understanding of the continuum of care available to support clients in the community
* Maintain a weekly log of daily clinical and other supportive services in which the students participated during the week. The student will bring this log as outlined on the course syllabus
* Consistently demonstrate professional demeanor and uphold the ACA code of ethics (2014), university policy, and the code of ethics held by the practicum placement.
* Provide recordings of individual and/or group counseling for seminar case presentations, in accordance with HIPAA and other federal and state confidentiality regulation

The Practicum placement supervisor agrees to:

* Provide a supervised placement of fifteen (15) hours per week for one hundred fifty (150) hours for the summer semester.
* Provide the student with appropriate orientation to the placement organization
* Provide the practicum student developmentally appropriate masters-level responsibilities
* Provide appropriate work space for individual and /or group counseling consistent with the ACA Code of Ethics (2014) and the code of ethics in place at the practicum placement
* Provide one (1) hour per week of individual supervision
* Provide opportunity for practicum student participation in group supervision and staff meetings as appropriate
* Provide the practicum student with an effective case load within which to practice counseling skills
* Observe and give feedback to the practicum student on that student's provision of individual and group counseling
* If the student in unable to audio or video record clients, the supervisor must provide live supervision on at one occasion using the provided assessment forms (i.e.: Counseling Skills Scale)
* Provide SRU with a copy of the placement entities liability insurance
* Consult and/or meet regularly with HCMHC/HC Program faculty and/or coordinator and the practicum student for a minimum of one (1) time per semester or more as needed. This meeting will provide for student supervision and evaluation, onsite review of supervision notes and/or observation of group supervision by SRU practicum faculty
* Allow, with client written consent, counseling recordings for seminar case review. All persons reviewing recordings are under the same ethical standards to ensure confidentiality for tape review.
* Complete mid-term and final evaluations

The HCMHC Program practicum instructor and/or coordinator agrees to:

* Provide a weekly practicum seminar for practicum students
* Provide individual consultation for the practicum student
* Confer regularly with the practicum placement site supervisor for student supervision and evaluation, onsite review of supervision notes, and/or observation of group supervision
* Advise the practicum placement site supervisor of University schedule and any changes impacting this agreement

\* Due to COVID-19, if students are unable to complete their direct client hours during the 2021 summer practicum students are allowed to take an (I) Incomplete and work on these during the fall semester. The university is allowing this with the site supervisors consent.

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Practicum Placement Site Supervisor Signature Date

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Practicum student Signature Date

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HCMHC/HC Program Practicum Faculty Signature Date

**Students must provide a signed copy of this completed form to the SRU practicum coordinator, the HLC 551 instructor, and the practicum placement site supervisor. The site supervisor and student must sign this form *before* the start of their practicum placement. Students are advised to keep a copy for their records**