



# College of Education & Human Services

## Clinical Mental Health & School Counseling Practicum Learning Contract

Intern Student's Name: \_\_\_\_\_

Intern's Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

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

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Practicum Site and Supervisor Role and Responsibilities:

- 1) The practicum site will provide counseling services including diagnosis and treatment of mental/emotional disorders.
- 2) Practicum students will be afforded a 16-week (Spring) or 12-week (Summer) practicum. Practicum placements must begin and end in one academic semester/session (Spring/Summer). Practicum students will be afforded at least 6-7 hours per week during spring and more during summer at the practicum site.
- 3) A minimum of 100 hours is required for practicum. Of the 100 hours, at least 40 must be direct client contact with the other 60 being direct or indirect. Time engaged in activities that provide a direct service to the client are considered direct hours (e.g., individual and group counseling, classroom guidance, test feedback, and assessment.) Time spent in activities which indirectly benefit the client is considered indirect hours (e.g., supervision, consultation, attending workshops, researching client issues, and preparing for psycho-educational workshops.)
- 4) A minimum 16 hours (or 12 hours during Summer) of face to face individual supervision (on-site) will be provided to practicum students during the course of practicum. This supervision will be provided by a Professional Clinical Counselor with supervision status.
- 5) The practicum site will authorize for the student's direct contact with clients to be intermittently directly observed. This may take form of in vivo supervision during session or recordings. These behavioral samples are essential to the evaluation of the placement experience to help the student develop counseling skills. The recordings will be for review by Cleveland State University Faculty for the use in group supervision. Practicum students must

secure written consent to record prior to recording a client. Clients will be asked to sign a release, authorizing the Practicum student to video/audio record sessions. If the site does not have a release form for recording, a release form is provided by the Counselor Education program at Cleveland State University.

- 6) Interns will get experience either leading or co-leading counseling or psychoeducational groups.
- 7) The site supervisor agrees to meet/communicate with the Cleveland State University faculty supervisor on a regular basis during the semester of Practicum. The frequency of the contact will be determined based on the supervision needs of the student as determined by the site supervisors and CSU faculty supervisor. The CSU faculty supervisor will initiate contact with the site supervisor within a few weeks of the trainee beginning their training and will also contact the site supervisor on a regular basis in order to monitor the student's development.
- 8) In addition, the supervisor will complete the following documentation required by Ohio CSWMFT Board for Clinical Mental Health students.
  - a) Supervisor Agreement
  - b) Documentation of hours
  - c) Intern Evaluation

**For Site Supervisors:**

Please list any relevant trainings and/or continuing education\* you have received in the past two years regarding counselor supervision:

\* If you haven't received any training specific to counselor supervision in the past two years, you can register for a free continuing education workshop for Counselor Supervision through the Continuing Education Program at Cleveland State University. For further information, please contact the Continuing Education Coordinator, Noelle Muscatello, at 216- 687-3867 or cecasal@csuohio.edu

You can also visit the website at:

<http://www.campusce.net/csucasal/category/category.aspx?C=&S=47>

*I agree that the Practicum Site will meet or exceed the requirements identified. I understand that these requirements meet the practicum guidelines mandated by the Counselor, Social Worker, and Marriage & Family Therapist Board of the State of Ohio, and guidelines of the Council on Accreditation of Counseling and Related Educational Programs (CACREP) as adopted by the Counselor Education program at Cleveland State University. In addition, I will assist the student counselor in securing competence in the provision of counseling services as outlined by the "Practicum Student Role & Responsibilities" in this Learning Contract.*

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Site Supervisor Signature

Date

**Practicum Student Role and Responsibilities:**

- 1) Provide competent administration of intake interviews. This may include a Mental Status Examination, structured or semi-structured interviews, or other assessments.
- 2) Demonstrate adequate preparation of treatment plans as dictated by the administration procedures of the site and populations served.
- 3) Orientation to and demonstration of competence in the diagnosis of mental or emotional disorders in a diverse group of client (CMHC) OR Orientation to and demonstration of the competence in the ASCA National Model service delivery system components (SC).
- 4) Orientation to and demonstration of competence in the treatment of mental health or emotional disorder in a diverse group of clients (CMHC) OR Orientation to and demonstration of competence in school setting appropriate treatment or developmental or mental health in a diverse group of clients (SC).
- 5) Demonstrate cultural awareness, adaptation to, and sensitivity toward diverse client populations (i.e., racial and ethnic minorities, women, elderly persons, people with disabilities, LGBTQ+ clients, economically marginalized people, etc.).
- 6) Maintain cogent and accurate record keeping in accordance with the ethical guidelines of the American Counseling Association, legal requirements or the State of Ohio, and mandates of the Practicum site.
- 7) Demonstrate appropriate interpersonal skills during counseling sessions and in contact with supervisors, staff, and other professional contacts directly associated with the counseling practicum.

*I agree to secure competence in the provision of counseling services as defined by the “Practicum Agreement” portion of this Learning Contract. In addition, I will collaborate with my Practicum Site Supervisor in the Meeting the requirements set forth by the “Practicum Site Agreement” portion of this Learning Contract.*

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Practicum Student’s Signature

Date