

PRACTICUM CONTRACT
PSYCHOLOGY AND COUNSELING
UNIVERSITY OF CENTRAL ARKANSAS
STATE OF ARKANSAS

This agreement is between Mr/Ms _____, hereinafter called the practicum student, the University of Central Arkansas' Department of Psychology and Counseling, hereinafter called the university, and _____, hereinafter referred to as the practicum site.

The practicum, the university, and the practicum site do hereby make and agree to the following terms:

I. TERM

The term of this agreement shall be for the period beginning on _____ and ending _____. The agreement can be terminated, however, by any party with written notification.

II. DUTIES AND RESPONSIBILITIES

At the start of the practicum, the practicum student and the practicum site should cooperate in determining the most appropriate experiences for the student, including but not limited to assignment of duties and arrangement of supervision. The majority of duties for the student should be similar to those that he/she will perform upon licensure, including but not limited to individual and group psychotherapy, psychological and intellectual assessment, intake interviews, diagnosing, and staffings.

A. Practicum Student. The practicum student is responsible for discharging his/her assigned duties in a professional manner and for responding to supervision appropriately. The student should follow all ethical and legal codes of the profession and should follow all rules and regulations of the practicum site regarding professional conduct. The student is expected to comply with all policies and procedures of the site and is expected to maintain confidentiality of all records and patient information.

B. Practicum Site. The practicum site will provide a qualified on-site supervisor who must be on site a majority of the time. The supervisor must have performed duties similar to those assigned to the student and be reasonably competent in those areas. A minimum of one hour of face-to-face on-site supervision is required per week; however it is highly recommended that supervision be on-going. The student must be able to contact the supervisor when needed, particularly when "in session" with the client(s). The supervisor must be a licensed mental health practitioner allowed to conduct psychotherapy under that license. Examples include a licensed professional counselor, psychological examiner, social worker, or psychologist in the state of Arkansas.

The site will also allow practicum students to audio/video tape sessions if given written consent by the client and be allowed to bring these recordings to UCA for supervision by UCA Psychology and Counseling Faculty. It is understood by all parties that written consent to tape will be obtained from clients prior to taping and that session tapes may be reviewed in confidence with the site supervisor, university supervisor, and possibly with other practicum students in the context of group supervision. Tapes will be erased or destroyed no later than the end of the semester. In some cases, brief transcripts may be made of segments of the sessions for training purposes. In no case will the client be identifiable from these transcripts.

Further, clients will be informed of the status of the "student" as a student in practicum, and a treatment consent form will be signed by all clients of the student.

C. University. The university will be actively involved in overseeing the student's experiences and will also participate in supervision of the practicum student. The university will maintain contact with the student and the site to ensure that duties and responsibilities are followed. As such, the university and its designated representative will be involved in any problems that may arise between the practicum student and the site. The university shall be notified immediately when a problem occurs, and the university shall be involved in any subsequent decisions that affect the student.

III. TIME

Students are expected to spend a minimum of 100 hours engaged in practicum activities. Thirty to forty (30-40) of these hours should involve providing direct client service. This includes but is not limited to the provision of individual psychotherapy, group psychotherapy, intake interviews, psychosocial assessment, psychological assessment, and contacts with collaterals. The remaining hours should be spent in supervision, preparation for clients, client related paperwork, reviewing sessions, team or staff meetings, outreach, continuing education, and supervision.

IV. LIABILITY INSURANCE

Students enrolled in the Counseling Psychology, School Psychology, and Community Counseling master's programs at the University of Central Arkansas have malpractice insurance coverage of \$1,000,000 per each incident and \$3,000,000 in aggregate.

V. EVALUATION

At the end of the practicum, the supervisor will be asked to complete an evaluation form provided by the university. Before mailing this to the university, the supervisor should review the completed evaluation with the student. The student will likewise complete a practicum site evaluation form

VI. COPIES OF THIS CONTRACT

One copy of this contract will be provided for the student, and one copy will be provided for the practicum site. The university will also maintain one copy in the student's folder. Additional copies may be requested as needed.

VII. SIGNATURES

Student Signature

Date

Onsite Supervisor Signature

Date

Onsite Supervisor's Title

University Representative Signature

Date

Representative's Title