

## CLINICAL PLACEMENT AGREEMENT

### PSYCHOLOGY AND COUNSELING UNIVERSITY OF CENTRAL ARKANSAS

This Agreement made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [MONTH, YEAR] (“Commencement Date”) by and between University of Central Arkansas, College of Health and Behavioral Sciences, Department of Psychology and Counseling and

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[NAME OF PLACEMENT SITE], hereinafter to be known as the **Agency**.

The term of this Agreement shall be for a period of one year effective as of the Commencement Date. This Agreement shall automatically renew for additional one year terms on the anniversary of the Commencement Date, unless sooner terminated by either party in accordance with this Agreement. Either party may terminate this Agreement in writing with or without cause by providing thirty (30) days’ advance written notice to the other party. Any such termination shall not affect students currently participating in a scheduled clinical rotation at the agency until such time as those students have completed their assigned rotation.

University of Central Arkansas College of Health and Behavioral Sciences’ Department of Psychology and Counseling and the Practicum Site acknowledge a public obligation to contribute to allied health for the benefit of the school’s students and for the residents of Arkansas.

Both parties have a mutual interest in quality health care education and have accepted certain responsibilities to participate in this Agreement.

#### I. DUTIES AND RESPONSIBILITIES

At the start of the clinical placement, the student and the agency supervisor 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, educational and intellectual assessment; intake interviews; diagnosing; treatment planning; and staffing.

**A. Students.** Students are responsible for discharging assigned duties in a professional manner and for responding to supervision appropriately. Students should follow all ethical and legal codes of the profession and should follow all rules and regulations of the practicum site regarding professional conduct. Students are expected to comply with all policies and procedures of the agency and are expected to maintain confidentiality of all records and patient information.

Clients will be informed of the status of the student as a “Psychology Practicum Student”, “Counseling Practicum Student”, “Intern”, or “Psychology Trainee” depending upon the type of placement. A treatment consent form will be signed by all clients of the student.

**B. Agency.** The Agency will provide a licensed, qualified, on-site (pre-approved) supervisor who must be on site a majority of the time. The supervisor must be competent in and have a scope of practice that includes duties similar to those assigned to the student. A minimum of one-hour, individual, face-to-face on-site supervision is required per week (this may include supervision conducted live via telehealth technology as approved by both the Site Supervisor and University Supervisor). The student must be able to contact the supervisor when needed, particularly when “in session” with clients. The supervisor must be a licensed mental health practitioner (e.g., licensed psychologist, professional counselor, psychological examiner, school psychology specialist, or social worker), and the agency will work with the university supervisor to determine the most appropriate primary supervisor for the student.

For students in the Mental Health Counseling and Counseling Psychology programs, the agency will also allow students to audio/video tape sessions if given written consent by the client and allow students 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 graduate students in the context of group supervision. Tapes will be erased or destroyed no later than the end of the semester. In some cases, transcripts may be made of segments of the sessions for training purposes. In no case will the client be identifiable from these transcripts.

**C. University.** The university will be actively involved in overseeing the student's experiences and will also participate in weekly supervision of students. For some practicums, students may continue to provide services during university breaks. In these cases, no university weekly supervision will be provided; however, in such cases the Agency will provide one hour per week of individual supervision during this period. The university will maintain in 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 students and the agency. The university shall be notified immediately when a problem occurs, and the university shall be involved in any subsequent decisions that affect the student.

## II. TIME

The time requirements for clinical placements vary depending upon student program and year in the program.

Counseling Practicum (100 hours per semester, 40 hours direct client service)  
School Psychology Practicum (100 – 150 hours per semester)  
Counseling Psychology Practicum (150 hours, 50 hours direct client service)  
Counseling Internship (600 hours full-time, 240 hours direct client service)  
School Psychology Internship (1200 hours for MS; 2000 for PhD)

The majority of time will be spent in the provision of individual psychotherapy, group psychotherapy, intake interviews, psychosocial assessment, psychoeducational 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.

**III. LIABILITY INSURANCE**

Students enrolled in graduate programs in the Department of Psychology and Counseling at the University of Central Arkansas have professional liability insurance coverage of \$2,000,000 per each incident and \$5,000,000 in aggregate.

**IV. EVALUATION**

At mid-term and at the end of the practicum, the agency supervisor will be asked to complete an evaluation form provided by the University Supervisor. The agency supervisor should review the completed evaluation with the student and provide copies to the student and to the University Supervisor. The student will likewise complete an agency evaluation form at the end of each semester.

**V. UCA CONTRACT RIDER**

Attached to this Agreement and made a part hereof as if set out word for word is the UCA Contract Rider pursuant to Policy No. 416 of the UCA Board of Trustees.

**VI. COPIES OF THIS AGREEMENT**

One copy of this agreement will be provided for the University, and one copy will be provided for the Agency. Additional copies may be requested as needed.

**VII. SIGNATURES**

\_\_\_\_\_  
Department Chairperson  
Department of Psychology and Counseling

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean  
College of Health and Behavioral Sciences

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost  
University of Central Arkansas

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Representative's Title