

# INTERNSHIP FIELD PLACEMENT CONTRACT CLINICAL MENTAL HEALTHCOUNSELING TRACK

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*The counselor trainee is responsible for distributing copies of this contract to the field site supervisor and retaining a copy. The original document is filed with the faculty instructor on the first night of class.*

**Trainee:** \_\_\_\_\_ **Semester/Year:** \_\_\_\_\_

**Trainee Emails:** \_\_\_\_\_

**Trainee Address:** \_\_\_\_\_

**Field Site (Agency):** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Site Phone:** \_\_\_\_\_ **Agency Director:** \_\_\_\_\_

**Field Site Supervisor:** \_\_\_\_\_

**Supervisor Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Internship Contract effective from** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **through** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **for 8-10 hours per week.**

**NOTE:** Counselor trainees in the CMHC/community-track may use their work settings as a field placement only if they can demonstrate that they will perform duties different from those currently performed (on the basis of a bachelor's degree), with a different site supervisor, and with an agency.

## RESPONSIBILITIES OF THE COUNSELING PROGRAM, THE COUNSELOR TRAINEE, AND THE FIELD SITE PLACEMENT:

### The Counseling Program Agrees To:

1. Provide counselor trainees who have completed the required pre-requisites for internship.
2. Identify a qualified faculty instructor to coordinate the internship experience. The faculty instructor will make initial contact with the student's site supervisor within the first three weeks of the semester. Thereafter the faculty instructor will be available for consultation with the field site supervisor regarding trainee progress. Finally, sometime during the semester, the faculty instructor will arrange for a site visit to take place.
3. Provide weekly group supervision of counselor trainees.
4. Collaborate with the field placement site regarding placement procedures and concerns. The designated contact person in the counseling program is the Director of Training & Placement.
5. Require the counselor trainee to provide liability insurance.

### The field placement site agrees to:

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6. Provide sufficient opportunities for the trainee to fulfill during the semester a minimum of 120 hours of direct client contact (individual, family, and group counseling). The field site supervisor will assist the counselor trainee in generating direct client contact opportunities.
7. Provide opportunities for trainee to regularly record (audio recording/video recording) counseling sessions with informed consent. Recordings are used for the supervision and evaluation purposes. Recordings remain in the possession of the trainee and/or faculty instructor at all times, and all recordings are erased by the end of the semester.
8. Provide a range of experiences to acquaint the trainee with the various duties and responsibilities of a professional and provide oversight of the trainee's work including an orientation to the field site and its policies and procedures.
9. Develop a weekly attendance and activity schedule with the counselor trainee based on a minimum of 20 hours weekly spent at the field site.
10. Provide a safe location and appropriate space to work with adequate supplies and staff support to conduct professional counseling activities. Counselor trainees are not permitted to do home visits unless accompanied by their field site supervisor, to work alone in a building, or be without immediately accessible consultation services.
11. Provide a qualified field site supervisor who will oversee the trainee's field site experience and provide a minimum 1 hour weekly of individual supervision of the trainee's work. **A qualified field site supervisor is a minimum of a master's degree in counseling or a related profession with equivalent qualifications, a minimum of two years of pertinent professional experience, including appropriate certifications and/or licenses\*.** A field site supervisor for a school setting MUST be a fully certified school counselor, for those students in the School Counseling track; a field site supervisor for a clinical setting, required for those students in the Clinical Mental Health track, must hold a professional mental health license such as, Texas LPC, Texas LMFT, LP (licensed psychologist), or a Texas Clinical Social Work License; knowledge of the program's expectations, requirements, and evaluation procedures for students; relevant training in supervision. If the trainee is using a work setting for internship, the field site supervisor must be different from the employment supervisor.
12. Provide a written evaluation of the counselor trainee's progress at the midpoint and end of internship.
13. Collaborate with the designated faculty instructor for internship and the Director of Training & Placement regarding placement procedures and concerns.

**The counselor trainee agrees to:**

14. Be consistent and prompt in attendance at the field site. Dress and behave in a professional manner consistent with the practices of the field site placement.
  15. Develop a weekly attendance and activity schedule with the field site supervisor based on spending a minimum of 20 hours weekly at the field site during internship.
  16. Provide counseling and counseling-related services consistent with the trainee's level of training and supervision and the professional counseling role.
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17. Make regular recordings of counseling work throughout the semester for review and evaluation. Recordings are the basis for individual and group supervision meetings. The trainee will follow established guidelines to insure the security of recordings and will destroy all recordings by the end of the semester.
18. Be acquainted with and follow field site policies and procedures and the directives of field site supervisors.
19. Purchase liability insurance and adhere to the current ethical guidelines of the American Counseling Association.
20. Maintain documentation in good order and follow guidelines for maintaining the confidentiality of client-related records for both campus and field site placement.
21. Provide the Counseling Program with a renegotiated field placement contract if there is a change of field site supervisor of the field site.

**Termination:** It is understood and agreed upon by all parties to this contract that the field site placement may terminate the TAMU-C practicum experience of the counselor trainee if, in the opinion of the field site supervisor, the trainee's behavior is detrimental to the operation of the field site and/or client care. The field site supervisor will notify the faculty instructor or Director of Training & Placement of a termination action. A TAMU-C practicum termination action is separate from any employment relationship the trainee may have at the field site.

**THE PARTIES BELOW AGREE TO THE TERMS OF THIS CONTRACT:**

Counselor Trainee (print)	Trainee signature	Date
Field Site Supervisor (print)	Field Site Supervisor signature	Date
Internship Faculty Instructor (print)	Practicum Faculty Instructor signature	Date