



**Form #3**  
**CLINICAL MENTAL HEALTH COUNSELING PRACTICUM AGREEMENT**  
**Clinical Mental Health Counseling Practicum**

*Between*  
*Seattle University College of Education*  
*Counseling Program and*  
*A Community Agency*

Name of Agency (hereafter referred to as "Agency"): \_\_\_\_\_

Practicum Student Name: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_

**PREAMBLE**

The Clinical Mental Health Counseling Program at Seattle University and many community agencies share common interests in and commitments to the value of Practicum in preparing students for quality professional service in diverse communities. Seattle University students receive graduate college credit for agency-supervised Practicum in clinical mental health counseling. This Clinical Mental Health Counseling Practicum Agreement ("Agreement") delineates areas of responsibility for the Clinical Mental Health Counseling Program and the Agency, respectively.

**AGREEMENTS**

**A. The Clinical Mental Health Counseling Program Agrees To:**

1. Provide the agency supervisor with performance evaluation criteria for the Practicum experience due at the end of the academic quarter.
2. Inform students that they are expected to conform to the rules, standards, and protocols the Agency sets with respect to client welfare, ethics, professional conduct, and Agency operations.
3. Inform the student as to the academic requirements associated with the Practicum.
4. Indemnify the Agency, its employees, and its agents against and hold them harmless from any loss, claim, or damage arising out of the negligence of Seattle University faculty, staff, or students in their performance of this Agreement.

**B. The Clinical Mental Health Counseling Practicum Instructor Agrees To:**

1. Communicate with the Site Supervisor and the student at the beginning of the placement to discuss educational goals and learning activities contained within the "Educational Objectives" (as described in this Agreement), as well as the process of evaluating the student's learning in the context of the Clinical Mental Health Counseling Program goals.
2. Maintain regular contact with the Site Supervisor and the student throughout the placement via email, phone, and site visits for the purposes of facilitating and reviewing the student's progress.

3. Review the student's performance with the Site Supervisor and the student as participants throughout the placement for the purposes of issuing a grade for the student.
4. Provide consultation to the Site Supervisor as necessary if problems arise in the placement.

### **C. The Agency Agrees To:**

1. Interview and approve students proposed for placement consistent with Seattle University's nondiscrimination policies that prohibit discrimination against persons on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.
2. Designate an Agency staff member who will serve as the Practicum Site Supervisor and will direct student learning at the Agency. The Site Supervisor must meet the qualifying criteria stipulated in accordance with the Council for Accreditation of Counseling and Related Education Programs (CACREP). The agency will ensure that its supervisory staff meets applicable Washington State licensing requirements on an on-going basis including, but not limited to licensing requirements for counselors. This includes:
  - A minimum of a master's degree in counseling
  - A minimum of 3 years of professional counseling experience
  - Licensed in the State of Washington as an LMHC (preferable), Psychologist, or LICSW and identifies with the profession of mental health counseling.
3. Provide students a minimum of 100 hours of Practicum experiences. These hours include 40 hours of on-site direct client contact (e.g., individual, group, family counseling and diagnostic intakes). 21 of the 40 hours need to be individual counseling. Practicum students will be present at the agency approximately 8-10 hours a week between the start of the Seattle University Fall quarter and the end of the Fall term.
4. Site supervisor will provide an average of 1 hour of face to face individual or triadic (two supervisees meeting with supervisor) supervision per week.
5. Form #9 Disclosure of Information and Consent to Participate must be signed by all clients receiving services from Seattle University Practicum students. The forms are the property of Seattle University and are to be emailed to the Counseling program for secure electronic storage.
6. Permit and assist with video recording of Practicum student and client sessions with client permission. Sample video recordings are utilized in the University Practicum class and viewed by the Practicum Instructor, University Supervisor and peer cohort for continued professional development of counseling skills. Video recordings will be erased after supervision and evaluation during the Practicum experience.
7. Provide the Clinical Mental Health Counseling Program with written policies, procedures, standards of care and protocols of the Agency that apply to Clinical Mental Health Counseling Program students and faculty involved at the Agency upon request.
8. Be committed to students as learners, and understand that the Practicum is an educational experience. Accordingly, the Agency agrees to:

- a. Provide student counselors with a case load of clients with average of 4-5 clients per week over a 10-week Practicum.
  - b. Access to a confidential office equipped with necessary technology needed to provide quality counseling services
  - c. Support with developing individual and/or group counseling skills
  - d. Support of the student counselor in their development as a professional counselor.
  - e. Provide the student with necessary and appropriate support and instruction
  - f. Assist the student counselor in developing ethical and reflective decision-making skills
  - g. Provide the student counselor opportunities to work with diverse populations in accordance with Clinical Mental Health Counseling Program policies and CACREP.
  - h. Provide the student the opportunity to attend staff meetings, in-service training, or other such meetings that occur for regular staff; and
  - i. In accordance with the requirements of Appendix A, which is incorporated here by this reference, make provisions for the Practicum student's safety while doing the Practicum in potentially high-risk situations.
9. Retain full responsibility for client services and for establishing standards for the quality of services rendered by the students. Students placed within the Agency for Practicum function as representatives of the Agency, and the Agency will maintain administrative and professional supervision of students insofar as their presence affects the operation of the Agency or the direct or indirect services to clients. In addition, the Agency will maintain the quality of client care or services without relying on the students' clinical training activities for staffing purposes.
  10. Provide the basic facilities and instruments necessary for students to accomplish their work, such as an office area, a desk, a telephone, and reimbursement for travel expenses on Agency business on the same terms as provided to the Agency's staff.
  11. Allow reasonable time for Site Supervisors to carry out their responsibilities under this Agreement.
  12. Inform the Clinical Mental Health Counseling Program of changes in the Agency's contact information (e.g., address or telephone number, director or coordinator, and Site Supervisor) and of other significant information (e.g., absence of Site Supervisor from the Agency for more than one week, student absence of more than three days, significant program or Agency changes that affect day to day work).
  13. To take immediate temporary action to correct a situation where a student's actions endanger client care. As soon as possible thereafter, the Agency's Site Supervisor will notify the University Practicum Instructor of the action taken. The Clinical Counseling Program has final authority over the student's academic status in such situations and will review the matter and consider whatever written factual information the Agency provides. The Agency, however, has the right to terminate a student's use of the Agency's facilities when necessary to maintain the Agency's operation free of disruption and to ensure the quality of client care.
  14. Indemnify Seattle University, the Clinical Mental Health Counseling Program, and their faculty, staff, and students against and hold them harmless from any loss, claim, or damage arising out of the negligence of Agency's employees or agents in the performance of this Agreement.
  15. Acquire and maintain professional and general liability insurance appropriate for its own operations and for the risks associated with the activities and responsibilities the Agency

assumes under this Agreement and provide evidence of such insurance at the Clinical Mental Health Counseling Program's request.

**D. The Agency's Site Supervisor Agrees To:**

1. Provide a suitable orientation to the Agency.
2. Develop with the student the "Educational Objectives" (as described in this Agreement), which includes the student's educational and experiential goals and the learning activities at the Agency that will facilitate the student in attaining these goals.
3. Assume primary responsibility for the implementation of the student's Educational Objectives at the Agency and coordinate with other staff, such as task supervisors or administrators, involved with the student.
4. Provide a minimum of one (1) hour of face to face individual or triadic supervision per week.
5. Involve the student in on-going evaluations of his or her performance focusing on the evaluation objectives. Inform the student about and examine with the student any difficulties in performance and develop approaches to address these issues. Meet with the University Supervisor and the student to review and assess the student's progress under the Learning Objectives. At the end of each quarter, complete a final written evaluation of the Practicum. The Clinical Mental Health Counseling Program has the final and exclusive authority for assessing the student's academic and clinical progress and awarding the grade.
6. Inform the University Supervisor as soon as possible of any problems a student is having in the Practicum and follow Clinical Mental Health Counseling Program procedures towards resolution.
7. Attend the required orientation for Practicum Site Supervisors.

**E. General Provisions:**

1. The parties acknowledge and agree that no fees, charges, or other payments have been or will be exchanged between the Agency and the Clinical Mental Health Counseling Program or Seattle University in connection with this Agreement.
2. The students who are placed at the Agency for Practicum pursuant to this Agreement have the status of learners, remain students (not employees) of Seattle University, and in no sense become or are considered employees of the Agency. Any services the students render are incidental to the educational purpose of the field education program. The Agency will ensure that clients are given proper notice that Seattle University students are not licensed counseling professionals and are placed at the Agency solely in an educational capacity.
3. The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that generally student permission must be obtained before releasing specific student data to anyone other than Seattle University.
4. In the event there is a claim against the University, an student, or a Counseling Program faculty member, arising out of their performance under this Agreement, the Agency agrees to provide the University access and authority to investigate claims and to obtain

such information from the Agency as it may require in the defense of claims related to students or faculty in the Practicum.

5. This Agreement may not be assigned by either party without the advance written consent of the other.
6. Any notice to either party hereunder must be in writing signed by the party giving it, and shall be deemed given when mailed postage prepaid by U.S. Postal Service first class, certified, or express mail, or other overnight mail service, or hand delivered, when addressed as follows

Seattle University  
Clinical Mental Health Counseling Program  
College of Education  
PO Box 222000, 901 12th Ave  
Seattle WA 98122-1090

To Agency mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. The Agency is performing the duties and services required under this Agreement as an independent contractor and not as an employee, agent, partner, or joint venture with the Clinical Mental Health Counseling Program or Seattle University.
8. This Agreement contains all the terms between the parties and may be amended only in writing signed by both parties.

This Agreement commences as of \_\_\_\_\_(month), \_\_\_\_\_ (day) 20\_\_\_\_ (year), and will continue in effect until \_\_\_\_\_(month), \_\_\_\_\_ (day) 20\_\_\_\_ (year), unless earlier terminated by either party with prior written notice to the other party.

Notwithstanding any such termination, any student already enrolled and participating in the Practicum shall be allowed to complete the course upon approval of the Clinical Mental Health Counseling Program.

**1) Student Signature**

Student Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**2) Site Supervisor Signature**

Site Supervisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**3) Agency Director Signature (if applicable)**

Agency Director Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Director Signature: \_\_\_\_\_

**4) Seattle University Counseling Placement Coordinator Signature**

Placement Coordinator Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Seattle University Placement Coordinator Signature: \_\_\_\_\_

## APPENDIX A

### **GUIDELINES FOR ENHANCING SAFETY AND MINIMIZING RISK IN THE PRACTICUM**

Some forms of field experience include risks inherent in the counseling profession, such as providing services to clients or their families who may become unpredictable, angry or violent. The Clinical Mental Health Counseling Program is requesting Practicum sites to adopt policies and procedures for enhancing safety and minimizing risk to students.

Practicum sites must have written policies to address any work situation that entails risk, such as the following: home visits, any services outside the Practicum site in isolated or high crime areas, services at night or weekends, services to clients who may become angry or violent, or who may be drug users and who may be intoxicated, exposure to pathogens or toxic substances and services that are politically sensitive and may result in threats of violence. This list is not to be considered exhaustive and each Practicum site is to be responsible for determining its own situations where students' safety may be put in jeopardy.

Supervision of students must be consistent and adequate enough to allow time for the Practicum site instructor to be assured of the student's competence, to apprise the student of potential risk, to deal with Practicum site policy addressing safety and security, and to attempt to address the student's feelings about any risk that may be present.

The student should not be the sole representative of the Practicum site in making critical decisions about client disposition especially where there are physical or legal implications such as involuntary hospitalization, threats of suicide or homicide. If the Practicum site instructor is not available in such situations, there must be a written and fully understood protocol for notifying another staff person, a protocol for calling 911 or getting the client to an emergency facility that can meet the client's needs.

It is the Practicum site's responsibility to train students in the safety policies of the Practicum site. Do not have students see clients alone unless the student clearly has the knowledge and skills to do so. Students have a right and responsibility to refuse any assignment that they deem too dangerous to pursue at the time. The Practicum site should maintain the quality of client care and services without relying on the student's placement activities for staffing purposes.

Students should also be trained to understand the issues involved in exposure to pathogens or toxic substances, reminding them that one's first duty is to reduce risk to one's clients, by one's own behaviors. Because some life-threatening illnesses are transmitted through the exchange of blood or body fluids (blood borne pathogens), train students about the potential of such risk in the Practicum site (i.e., restraining a patient in the ER, cleaning the bloody lip of a child who has fallen), as well as the Practicum site's procedures to reduce risk of infection.

Seattle University does not provide health and accident insurance for students participating in field placements.

APPENDIX B

**INFORMATION REGARDING PRACTICUM SITE SUPERVISOR**

Name of Practicum Student: \_\_\_\_\_ Date: \_\_\_\_\_

*For purposes related to state, regional, and national accreditation, the Counseling Program request information pertaining to your qualifications as a site supervisor for our Counseling Practicum Students. If you would be so kind as to provide the following information about yourself, we will appreciate it very much.*

Name of Practicum Site Supervisor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Highest degree earned: \_\_\_\_\_ Year graduated: \_\_\_\_\_

Institution granting that degree: \_\_\_\_\_

Major and/or area of specialization: \_\_\_\_\_

License and/or certification—please describe and include counselor certification number(s): \_\_\_\_\_

Number of years' experience in counseling: \_\_\_\_\_

*For supervisors who are not Licensed Mental Health Counselors (LMHC):*

Are you a member of a professional counseling organization such as the American Counseling Association (ACA), and if so, which one(s)? \_\_\_\_\_

Is "counselor" or "mental health counselor" part of your official job description? \_\_\_\_\_

If so, what specific counseling responsibilities do you have? \_\_\_\_\_

In what other ways do you identify yourself with the counseling profession? \_\_\_\_\_

**This form must be on file prior to the starting date for each student's field experience. Please email scanned copies to your field placement coordinator and coun@seattleu.edu.**