



## Clinical Mental Health Counseling Field Site Contract

This agreement is made on \_\_\_\_\_ between \_\_\_\_\_ and the CSP Department at  
(date) (field site)  
Southern Connecticut State University. The agreement verifies that \_\_\_\_\_ will be working  
(student)  
starting \_\_\_\_\_ to \_\_\_\_\_ for approximately \_\_\_\_\_ per week for \_\_\_\_\_.  
(date) (date) (# hrs) (practicum or internship)

This contract indicates an agreement on behalf of a site supervisor, site, University CMHC faculty, and student in regards to their fieldwork experience. **No client contact (face to face or phone/email) can begin until the first day of the academic term in which the student is enrolled. The practicum experience ends on the last day of the academic term in which the student is enrolled for Practicum. The internship experience extends across two semesters and ends the last day of the academic term in which the student is enrolled for Internship.** As part of this experience, students need:

### DIRECT SERVICES

- **Individual counseling** Performing client sessions involving the assessment and/or treatment of specific mental and emotional disorders.
- **Family/couples counseling** Performing family or couples sessions involving the assessment and/or treatment of specific mental and emotional disorders.
- **Group Counseling** Co-leading or independently leading a psychotherapy group.
- **Diagnostic Interviewing** Use of specific assessment tools and clinical skills to identify an appropriate DSM-5 diagnosis and identify a client's initial needs.
- **Testing and Assessment** Administration and/or interpretation of counseling assessments; Includes provision of interpretive summaries to clients.
- **Career Counseling** Counseling that includes client career or vocational development.
- **Co-Therapy** Actively participating in co-therapy with individuals or groups (not simply observing).

### INDIRECT SERVICES

- **Observation** Observing on-site staff member performing psychotherapy.
- **Telephone or Email Contacts** Making direct contact with clients that is not face to face.
- **Referrals** Linking client to supplemental or supportive services.
- **Clinical Documentation** Writing case notes, treatment plans, and treatment summaries or other written reports for the formal medical record.
- **Case Consultation** Working directly with other mental health professionals regarding clients.
- **Staff Meetings** Attending clinical and/or administrative meetings with agency staff.
- **Professional Development Activities** Attending professional counseling trainings, workshops or conferences.

### Clinical Supervision (counts as indirect):

- **On-site individual clinical supervision** Weekly, face-to-face regularly scheduled supervision regarding skills development and client care; Provided by the Site Supervisor.
- **On-site group supervision** All formal group supervision provided at the field site.
- **University Supervision** Individual supervision with faculty supervisor (Only Practicum) and field work seminar (Both Practicum and Internship).

- Check if student currently works at field site as an employee. If this is checked, student will additionally need to complete an Internship Proposal as described in the Practicum-Internship Handbook.

**The Site Supervisor for this site will be:\_\_\_\_\_ . Their LPC<sup>1</sup> license number is:\_\_\_\_\_ . Please attach the Site Supervisor’s CV to the email returning the contract. Site Supervisor should carefully read and initial the agreements below.**

<b>The Site:</b>	<b>Initial</b>
Will give the student adequate opportunity to provide the required number of direct and indirect hours of clinical mental health counseling, as described on the previous page.	
Is familiar with and follow ACA and other pertinent ethical codes.	
Is familiar with all of the guidelines and expectations for site experiences, as well as requirements for Connecticut Licensure as a Professional Counselor.	
Will provide an opportunity to make <u>audio or video recordings</u> of client sessions (HIPAA compliant practices will be utilized for recording).	
Provides student with a <u>private area</u> for counseling sessions and client contact.	
Will orient student to the policies and procedures of the agency.	

<b>The Site Supervisor:</b>	<b>Initial</b>
Has an independent license as a Licensed Professional Counselor or served as a CMHC Supervisor prior to December 2015.	
Has been a counselor for over two years.	
Has completed coursework or training in counseling supervision.	
Has prior experience supervising interns or other clinicians.	
Has been given the SCSU CMHC Practicum & Internship Handbook and is aware of CSP policies and procedures.	
Will provide the student with a minimum of one hour per week regularly scheduled individual supervision sessions.	
Will complete all necessary fieldwork paperwork for the intern.	
Will communicate consistently and regularly with University Faculty and participate in scheduled site visits (1 per semester).	

<sup>1</sup> Supervisor must have an LPC unless they served as a CMHC supervisor for SCSU prior to December 2015.

**The SCSU Department of Counseling and School Psychology agrees to provide field site coordination through the Program Coordinator, site contact and student supervision through a group seminar instructor, and for practicum students, an additional practicum individual supervisor.**

**Their responsibilities will be:**

*CMHC Program Coordinator (both Practicum and Internship)*

- Ensure all paperwork is collected as required.
- Facilitate initial communication between University and field placement site.
- Consult with both SCSU faculty and Site Supervisors and students as needed.
- Ensure all client information is kept confidential.

*Group Seminar Instructor (both Practicum and Internship)*

- Conduct group supervision meetings weekly on campus throughout the semester.
- Make contact with Site Supervisor and maintain consistent communication.
- Visit the Site Supervisor and the student at the internship site at least once during the semester and have phone/email contact during the semester as needed.
- Evaluate the student and discuss that evaluation with the student.
- Ensure all client information is kept confidential.

*Faculty Supervisor (only for Practicum – CSP 552)*

- Conduct individual supervision meeting weekly on campus throughout the semester.
- Focus on student counseling skills development such as microskills and interviewing strategies (in contrast, clinical issues are the main focus of on-site supervision).
- Immediately contact the CMHC Program Coordinator should any problems or changes in relation to the student, site or University occur.
- Evaluate the student and discuss that evaluation with the student.
- Ensure all client information is kept confidential.

The Fieldwork Student agrees to the following procedures to ensure confidentiality and protection of all clients. The student should carefully read and initial the agreements below.

The Student:	Initial
Will abide by American Counseling Association Code of Ethics, state law, and HIPAA regulations and follow all standards covering client audio and/or video recordings.	
Will maintain liability insurance during fieldwork. <u>Please attach copy of liability insurance to the email submitting the contract.</u>	
Will purchase an encrypted video/voice recorder.	
Will not label audio/video recording with any client identifying information.	
Will know where the audio/video recording is at all times.	
Will keep the audio/video recorder in a locked location where others cannot access it and any narratives/digital recordings will be kept on a secure server with dual password protection.	
Will only share the recording, transcripts, and narratives with approved educational personnel, in the context of individual and group supervision.	
Will under no circumstance share client audio/video recording with <u>anyone</u> other than designated field site employees or SCSU faculty.	
Will erase all recordings immediately after completion of supervisory review.	
Understands that if they fail to comply with the above standards ensuring client confidentiality, they understand that they will be subject to consequences, which may include termination of the internship or expulsion from the Clinical Mental Health Counseling program.	

All parties agree to the terms set forth in this document.

\_\_\_\_\_  
Signature of Practicum/Internship Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCSU CMHC Program Coordinator

\_\_\_\_\_  
Date

Attached to this contract:

- Site Supervisor Resume or CV
- Student Proof of Liability Insurance
- Internship Proposal if site is place of employment