



Thomas University
Division of Social & Behavioral Sciences
1501 Millpond Road
Thomasville, GA 31792-7499

Practicum/Internship Fieldwork Agreement

(Please complete the following expandable form fields)

Intern Name: _____

TU Faculty Supervisor: _____

TU Faculty Supervisor E-Mail Address: _____

Agency Name: _____

Agency Site Supervisor: _____

Site Supervisor Credentials (please list all degrees, licensures, certifications): _____

Site Supervisor Years of Experience (Human Services): _____

Position (Job Title): _____ **Phone Number:** _____

E-Mail Address: _____

Term (check all that apply): Fall Spring Summer

Dear Agency Supervisor:

Thank you for providing a learning and educational development opportunity for a Thomas University (TU) graduate student. The Division of Social & Behavioral Sciences at TU is committed to developing students into strong human service professionals ready to provide effective services to individuals and families in need.

TU practicum students in the Master of Science in Counseling (MSC) program are expected to complete 100 hours of total fieldwork experience, with 40 hours being direct service to individuals with physical and/or mental disabilities or substance abuse disorders (average of 6.5 hours per week during a fall or spring semester, 10 hours per week during a summer semester). TU internship students are expected to complete 900 total hours of internship experience for both Internship I and Internship II combined, with 360 total hours being direct service to individuals with physical and/or mental disabilities or substance abuse disorders (average of 28 hours per week during a fall or spring semester, 40 hours per week during a summer semester). The practicum/internship will run the full semester to include finals week.

PLACEMENT SCHEDULE

The following dates of placement and field hours are mutually agreed upon by all parties:

Practicum/Internship dates: _____ to _____ Designated Time for Agency Supervision: _____

Hours of Placement: _____

Mon. _____ Tues. _____ Wed. _____ Thur. _____ Friday _____ Saturday _____ Sunday _____

SCHOOL BREAKS AND HOLIDAYS

School breaks and agency holidays are to be negotiated with the agency site supervisor based on agency needs.

RESPONSIBILITIES OF FIELD PLACEMENT PARTICIPANTS

The designated agency site supervisor and agency agree to engage the student in observing, assisting with, and conducting the functions of a beginning level generalist practitioner. Learning activities should include: individual and group counseling, client assessment/evaluation, client advocacy, client assistance, documentation, attendance at the agency's required meetings, and other related services that facilitate the development of rehabilitation and mental health counseling skills.

A. Agency and Agency Site Supervisor Responsibilities

1. Providing the student with the minimum hours of practicum/internship placement during the semester with direct service hours incorporated as follows:
 - **Practicum** – 100 total hours with at least 40 hours of direct service to individuals with physical and/or mental disabilities or substance abuse disorders
 - **Internship I** – 450 total hours with at least 180 hours of direct service to individuals with physical and/or mental disabilities or substance abuse disorders
 - **Internship II** – 450 total hours with at least 180 hours of direct service to individuals with physical and/or mental disabilities or substance abuse disorders
2. Providing the student with opportunities to gain experiences in direct mental health counseling and/or rehabilitation counseling with planned, direct observation sessions and subsequent feedback.
3. Guiding and gauging the student's professional development as a beginning level generalist practitioner.
4. Providing professional supervision (at the master's level) of the student's performance on a regular, weekly basis (one hour per week). Direct observation and review of audio/videotape of student sessions are required for site supervision.
5. Evaluating the student's performance at the midterm and at the end of the semester.
6. Notifying the TU Faculty Supervisor or TU Fieldwork Coordinator if problems arise.
7. Providing the student with desk space, work phone use, clerical and other office equipment and support as appropriate.
8. Providing an orientation to the agency.
9. Assisting the student to assume an appropriate caseload.

B. Master of Science in Counseling Faculty Responsibilities

1. Providing a copy of the Fieldwork Manual, Thomas University orientation materials, site supervisor training module, and Typhon instructions to the agency site supervisor by the first week of student placement.
2. Designating a faculty member to serve as a faculty supervisor for the practicum/internship student, and a point of contact for the agency site supervisor.
3. Integrating experiential learning in the field placement with academic theory.
4. Evaluating the student by assigning a grade for the field placement in consultation with the agency site supervisor, placing emphasis on the agency site supervisor's evaluation.
5. Providing a minimum of two appointments per semester with the site supervisor to ascertain the student's progress.
6. Implementing a plan of remediation as soon as concerns with student behavior/performance is noted.

C. Field Student Responsibilities:

1. Informing the agency site supervisor of the program curriculum, required courses, previous work experience, and expected student outcomes of the fieldwork experience.
2. Negotiating an appropriate schedule for the practicum/internship to complete a total of 100 hours for practicum, and 900 total hours for Internship I and II.
3. Arranging reliable transportation to and from the agency.
4. Developing agendas for weekly consultation with the agency site supervisor.
5. Inputting case notes and time logs promptly and completely in Typhon for site supervisor review and approval.
6. Taking an assertive and responsible attitude in developing and achieving learning objectives.
7. Abiding by TU's Standards of Professional Conduct.
8. Abiding by agency policies and practices.
9. Abiding by the Code of Ethics governing applicable professional practice (CRCC, ACA, etc.).
10. Notifying the TU Faculty Supervisor and/or TU Fieldwork Coordinator if problems arise.

UNSCHEDULED TERMINATION

In unusual circumstances, it may be necessary to terminate a practicum or internship placement. Every attempt will be made to avoid this circumstance by actively seeking to resolve problems that arise during the course of the fieldwork experience, per TU's MSC fieldwork remediation policy. The following conditions constitute reasons for unscheduled terminations:

1. Student's disregard for agency protocol and philosophy.
2. Student's demonstration of unprofessional behavior or lack of skill required to perform at a suitable level for agency needs.
3. Student's lack of adherence to the Fieldwork Agreement.
4. Agency's inability to provide appropriate and adequate learning opportunities for the student to observe, assist in, and conduct counseling interventions, evaluations, and advocacy with and on behalf of clientele.
5. Agency's inability to provide suitable and/or adequate levels of supervision.
6. Student's failure to submit assignments required by the MSC graduate program or agency in a timely and satisfactory manner.
7. The TU Faculty Supervisor or Fieldwork Coordinator's failure to provide adequate support and consultation to the student and/or agency site supervisor.

Thank you for your commitment, time, and interest in working with the TU Fieldwork program and TU Practicum and Internship students.

Sincerely,

Stephanie Palmieri

Stacie R. Reilly, M.S., CRC
TU Fieldwork Coordinator
spalmieri@thomasu.edu

The undersigned parties hereby agree to all stipulations of this Fieldwork Agreement:

Student: _____ Date: _____

Agency Supervisor: _____ Date: _____

NOTE: Upon completion, please scan and return to spalmieri@thomasu.edu