

**Wake Forest University  
Department of Counseling**

**Clinical Mental Health/School Counseling  
Practicum and Internship Site Agreement**

**THIS AGREEMENT MUST BE COMPLETED ELECTRONICALLY—  
PLEASE SEE CLINICAL PROGRAM MANAGER FOR ADDITIONAL INFORMATION**

This Clinical Mental Health/School Counseling Practicum and Internship Site Agreement (this “Agreement”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ (“Effective Date”) by and between Wake Forest University (“Wake Forest”), and \_\_\_\_\_, the Practicum/Internship Site (“Site”), located at \_\_\_\_\_.

WHEREAS, Wake Forest desires to affiliate with Site to provide clinical learning experiences (“Experiences”) for students enrolled in Wake Forest’s Master of Arts in Counseling Degree Program (each, a “Student” and collectively, “Students”) ; and

WHEREAS, Site and Wake Forest agree to enter into this Agreement to facilitate such Experiences;

NOW THEREFORE, Site and Wake Forest, in consideration of the foregoing, hereby agree as follows:

1. This Agreement is intended to describe the relationship between Site and Wake Forest for Experiences in general during the term set forth in Section 2 below. Specific information regarding particular Students and their respective Experiences is provided in the attached Schedule A, which may be updated from time to time upon the written agreement of the parties without formal amendment of this Agreement.
2. The term of this Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_.
3. The services to be provided by Site under this Agreement are described in Schedule B attached and incorporated herein.
4. Site shall designate a qualified staff member (“Site Supervisor”) who will be responsible for planning and implementing the Experiences. The Student will be subject to the supervision and guidelines provided by the Site Supervisor or his or her designee. The qualifications and responsibilities of the Site Supervisor are attached and incorporated herein as Schedule C. The name, contact information and qualifications of the designated Site Supervisor under this Agreement are:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Credentials/Licenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education (degree and major): \_\_\_\_\_

Years of pertinent professional experience (e.g.: school counseling, mental health counseling) post master’s degree: \_\_\_\_\_

5. Wake Forest shall designate a faculty member (the “Faculty Contact”) who will be responsible for the academic aspects of the Experiences and who will be the Site Supervisor’s primary point of contact for matters described more fully in Schedules B and C to this Agreement. Wake Forest will provide the name and contact information for the Faculty Contact for a particular Student’s Experience(s) once such Student has begun his or her Experience. For administrative matters relating to this Agreement in general, or to address any issues prior to the naming of the Faculty Contact, the Site Supervisor may contact Wake Forest’s Clinical Program Manager, Carla Emerson, by phone at (336) 758-3370 or by e-mail at [emersoch@wfu.edu](mailto:emersoch@wfu.edu).
6. The Student will not be treated as or act as an employee or agent of Wake Forest, and Site will not represent that the Student is acting on behalf of Wake Forest in any of the Student’s activities. Site will comply with all laws and regulations relating to the activities of the Student participating in the Experiences. Notwithstanding the foregoing, Wake Forest will maintain general liability insurance coverage for activities relating to the Student’s participation in the Experiences and professional liability insurance coverage in the amount of \$5,000,000 annual aggregate and \$2,000,000 per occurrence while the Student is participating in such Experiences. The parties understand and agree that this Agreement in general and this Section 6 in particular are intended to address relationships directly relating to the Experiences described on Schedule A, and do not supersede any obligations Site may have to a Student who is a paid employee of Site in a separate capacity.
7. Site agrees to indemnify, defend and hold harmless Wake Forest and its employees, trustees, affiliates, and agents from and against any and all claims, losses, damages, suits, costs (including attorneys’ fees and defense costs), regardless of the outcome of such claims or actions, arising out of or relating to any allegedly negligent or intentional act or omission of Site, and its employees and agents in connection with this Agreement.
8. A Student’s participation in the Experiences may be ended at the discretion of Site or Wake Forest. In the event of a decision by either party to terminate a Student’s participation before the agreed upon completion date, the Site Supervisor shall determine, and Site shall grant, the amount of time deemed reasonably sufficient to accomplish an appropriate termination with clients so as to avoid abandonment of clients and to provide a therapeutic closure to the client/counselor relationship.
9. Site and Wake Forest acknowledge that the Family Educational Rights and Privacy Act (“FERPA”) protects Student educational records and both agree that they shall refrain from disclosing a Student’s educational records except with such Student’s consent or as permitted under FERPA and all regulations thereunder.
10. This Agreement may not be assigned, modified or altered in whole or in part, without the prior written consent of both parties.
11. This Agreement, including facsimile or electronic (e.g., pdf) versions thereof, may be executed in one or more counterparts, each of which may be deemed an original but all of which constitute one and the same. The individuals executing this Agreement represent and warrant that they are duly authorized and empowered to do so.
12. This Agreement constitutes the entire understanding between the parties and shall be governed by the laws of the State of North Carolina without giving effect to its conflict or choice of laws rules.

[The next page is the signature page.]

IN WITNESS WHEREOF, the parties, acting through their duly authorized officials, have executed this Agreement on the date first herein above written.

WAKE FOREST UNIVERSITY

By: \_\_\_\_\_

Carla H. Emerson

Clinical Program Manager

SITE REPRESENTATIVE

[site] \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\* \* \* \* \*

#### **SITE SUPERVISOR ACKNOWLEDGMENT**

I certify that I have read and understand my responsibilities as Site Supervisor and that I meet the qualifications outlined in this Agreement, including any schedules to this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\* \* \* \* \*

#### **STUDENT ACKNOWLEDGMENT**

I certify that I have read and understand my responsibilities as a Student participating in the Experience(s) described under the terms of this Agreement, including any schedules to this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## SCHEDULE A

### Clinical Mental Health/School Counseling Practicum and Internship Site Agreement

#### Description of Experience and Identity of Participating Student

The following information is provided in connection with the Clinical Mental Health/School Counseling Practicum and Internship Site Agreement dated as of \_\_\_\_\_, 20\_\_\_\_, between Wake Forest University and \_\_\_\_\_ (the "Agreement"). Capitalized terms used but not defined in this Schedule A shall have the respective meanings set forth for each in the Agreement.

1. The Student participating in the Experience noted below is:

Name: \_\_\_\_\_

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

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

2. Experience in which the Student is participating:

\_\_\_\_ Practicum Only

\_\_\_\_ Internship I Only

\_\_\_\_ Internship II Only

\_\_\_\_ Internship I & II

\_\_\_\_ Practicum and Internship I & II

3. Counseling Track: \_\_\_\_ Clinical Mental Health Counseling \_\_\_\_ School Counseling

4. Beginning date of Student's Experience at Site\*: \_\_\_\_\_

5. Ending date of Student's Experience at Site\*: \_\_\_\_\_

\*Dates noted above correspond with the official start and end dates for the student's clinical course(s) he/she will be completing at the site. If a student is completing more than one semester at a site there may be a gap semester between the courses when the student is not enrolled in a clinical course with Wake Forest University thus will not be at the site. If a gap semester is anticipated for this student's course sequencing an explanation is described in the box below.

## SCHEDULE B

### Clinical Mental Health/School Counseling Practicum and Internship Site Agreement

#### Site Responsibilities

1. **Student's Required Hours Per Semester:**

- a. Practicum – 200 hours per semester are required for a practicum, including 35 hours which are comprised of group supervision and individual/paired supervision with the Wake Forest faculty practicum instructor and are not the responsibility of Site.
- b. Internship – 321 hours per semester are required for an internship, including 21 hours which are comprised of group supervision meetings with the Wake Forest faculty internship instructor and peers and are not the responsibility of Site.

2. **Site Agrees:**

- a. To provide a Site Supervisor who has the required qualifications listed in the attached Schedule C.
- b. To provide the Site Supervisor's resume or curriculum vitae and verification of his/her current professional license/credential to Wake Forest prior to the start date of the Experience.
- c. To provide the Student with opportunities to perform, under supervision, a variety of activities that a regularly employed staff member in a clinical mental health or school setting would be expected to perform. A regularly employed staff member is defined as a person occupying the professional role to which the Student is aspiring (e.g., individual and group counseling, record keeping, information gathering, referral, classroom guidance, student support meetings, IEP/504 meetings, assessment instruments).
- d. To allow for taping/recording of counseling sessions, with parent/client consent, for use in supervision. If taping is not possible at the Site, to communicate with Wake Forest regarding appropriate and approved alternatives.
- e. To provide the opportunity for the Student to obtain the required number of direct and indirect hours necessary for successful completion of the Experience.
- f. To provide the Student with adequate work space, to the extent possible, and resources necessary to conduct professional activities required for the Experience.
- g. To notify the Faculty Contact immediately if there are any changes to the dates, hours, supervision, or other material aspects of the Experience.
- h. To notify the Faculty Contact immediately if any concerns arise regarding the Student's ability to be successful, ethical, or professional at the Site.
- i. To complete all required forms evaluating the Student's work and development in connection with the Experience.
- j. If Site is also the Student's regular place of employment:
  - i. The Student cannot work with the same clients/students as both a paid employee and a field work intern.
  - ii. The Student's approved Site Supervisor during the Experience must be a different person from his/her employment supervisor.
  - iii. The Student must be able to perform additional duties and roles not included in his or her employed position, if possible, to have an appropriate Experience.

## SCHEDULE C

### Clinical Mental Health/School Counseling Practicum and Internship Site Agreement

#### Site Supervisor Qualifications and Responsibilities

##### 1. **Qualifications:**

Each Site must provide a Site Supervisor who has the required credentials, supervision experience and training, as well as a commitment to the development and training of a clinical mental health or school counseling student. Each Site Supervisor must meet the requirements of the Council for Accreditation of Counseling and Related Educational Programs ("CACREP", [www.cacrep.org](http://www.cacrep.org)) which include:

- A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
- A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.
- Knowledge of the program's expectations, requirements, and evaluation procedures for Student.
- Relevant training in counseling supervision, which training can be provided by Wake Forest upon Site's request.

##### 2. **Responsibilities:**

- Review the Wake Forest Department of Counseling's Clinical Experience Manual and understand the expectations for the Student's clinical fieldwork Experience.
- Provide the required number of direct client hours and supervision the Student will need to accumulate each semester at the Site as noted below:

#### On Site Hour Requirements

Practicum – completed across 15 week semester	Total Hours at Site	Direct Client/Student Contact	Indirect Work at the Site	Supervision on Site
Clinical Mental Health Counseling	165	50 (including 10 group hours)	100	7
School Counseling	165	50 (including 10 group hours)	100	7

Internship – Completed in <u>two</u> 15 week semesters*	Total Hours at Site	Direct Client/Student Contact	Indirect Work at the Site	Supervision on Site
Clinical Mental Health Counseling	600 (300 per semester)	240 (120 semester)	360 (180 semester)	28 (14 semester; i.e., 1 hour per week)
School Counseling	600 (300 per semester)	240 (120 semester)	360 (180 semester)	28 (14 semester; i.e., 1 hour per week)

\* - Some students may choose to complete internships at an alternative pace. These options include: completing all 600 hours in one semester or completing 600 hours across 3 semesters at a rate of 200 hours each semester. You will be informed if a student is choosing one of these alternate internship schedules.

- Provide face-to-face individual or triadic supervision to the Student of:
  - Seven (7) hours minimum during each semester with a minimum of one-half ( $\frac{1}{2}$ ) hour of supervision each week for Practicum; or
  - Fourteen (14) hours minimum during each semester with a minimum of one (1) hour of supervision each week for Internship.
- Allow Student to record counseling sessions (audio only), with parent/client consent, for supervision purposes with his/her university supervisor each semester. If taping is not possible, to communicate with the Wake Forest course instructor/university supervisor to determine an appropriate and approved alternative.

- e. Observe in person or listen to recordings of the Student's counseling sessions each semester in order to provide appropriate supervision and evaluation of the Student's skills and professional development.
- f. Sign time logs provided by the Student to verify supervision hours and direct and indirect clinical hours.
- g. Submit the midterm and end-of-semester evaluations of the Student directly to the Faculty Contact by the deadline.
- h. Respond to contact by phone, email, or video conferencing from the Faculty Contact and be available for regular consultation, as needed, regarding the Student's progress.
- i. Notify the Faculty Contact immediately if any concerns arise regarding the Student's ability to be successful, ethical, or professional at the Site.
- j. Maintain an active license or certification while supervising the Student and report any changes to licensing status or supervisory capacity at the Site immediately to Student and to Wake Forest.
- k. Identify a back-up or secondary supervisor for the Student to contact if a question or crisis arises and the Site Supervisor is unavailable for immediate consultation.
- l. Provide an orientation of the Site, clarify roles and functions of the Student and of other staff members, explain and provide copies of relevant policies and procedures of Site, including crisis (e.g., suicidal ideation/homicidal ideation) protocol, and assist the Student in developing a plan for the semester to be submitted to the Faculty Contact.