



Clinical Rehabilitation Counseling Practicum Agreement Form



Directions: This agreement is to verify for the University, the Practicum Site, and the Counselor Trainee the expectations of the practicum experience and to document that all parties have agreed to take part in this experience. The Practicum Site, the University, and the Counselor Trainee should receive a copy of the completed form for their records. This agreement **MUST** be completed and signed by all appropriate parties, and submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator by **May 1st if starting Practicum in the Fall Semester or December 1st if starting Practicum in the Spring Semester.**

This agreement between the Counselor Education and Supervision (CES) Program at Kent State University and

_____ of _____ is for the purpose of
identifying responsibilities (Site Name) (City and State)

responsibilities assumed in the provision of appropriate supervision for Clinical Rehabilitation Counseling Student

(Counselor Trainee Name)

while he/she is enrolled in the Clinical Rehabilitation Counseling Practicum course for _____
(Semester and Year of Practicum Experience)

General Policies

- 1) The central purpose of this agreement is the formal education of students in preparation for practice as a certified rehabilitation counselor.
- 2) This agreement shall remain in effect for the duration of the student’s practicum experience at the site specified above. Termination of this agreement prior to the successful completion of practicum requires the consultation of the assigned site practicum supervisor, site representative, Practicum Instructor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator at the University, the student’s faculty advisor, and the student.
- 3) The practicum experience is typically a voluntary arrangement with no financial remuneration required by the University or site for services provided in the course of fulfilling practicum duties; however, some sites may offer stipends to Counselor Trainees.
- 4) Duration of practicum is typically for one academic semester (approximately 16 weeks total), exclusive of vacations. Once all necessary paperwork and completed forms have been submitted to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator by the deadline specified in this Manual, and the Master’s Practicum and Internship Coordinator has determined that the proposed practicum site and expected experiences are appropriate for fulfilling both CES Clinical Rehabilitation Counseling program and state licensure eligibility requirements, the student will enroll for 3 credit hours in CES 69192 Practicum II: Clinical Rehabilitation Counseling for the semester he/she is undertaking the practicum experience. Practicum hours shall be in accordance with site work hours and shall total a minimum of 8 clock hours per week for a minimum total of 100 clock hours. Of the 100 clock hours needed, 40 must be in direct and face-to-face service to client.
- 5) The practicum experience must be representative of a professional rehabilitation counselor – with an emphasis on basic counseling skills / techniques. That is, during the practicum experience, the counselor trainee must utilize the CACREP (2016) standards.
- 6) Students cannot begin accruing clock hours towards practicum requirements until all agreement forms have been signed by all parties (i.e., CES faculty advisor, site/rehabilitation supervisor, Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and Counselor Trainee), have been submitted in a timely fashion (according to deadlines specified in this Practicum and Internship Manual) to the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the practicum setting and experience have been determined to be appropriate by the Master’s Practicum and Internship Coordinator. Internship hours shall be in accordance with internship site work hours.
- 7) Students who are engaged in rehabilitation practicum-related activities and are enrolled in the rehabilitation counseling practicum course, are required to attend weekly practicum class sessions. Exceptions to this must be approved jointly by the Clinical Rehabilitation Counseling Practicum Instructor and Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and methods for fulfilling all practicum requirements must be clarified before the beginning of the practicum experience.

8) It is important to note that Clinical Rehabilitation Counseling Counselor Trainees may wish to complete their internship experience after they complete their practicum at the same site as their practicum. However, the Counselor Trainee, the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, and the site supervisor must agree to do this. Any of these three parties may nullify this agreement. The major difference between the Clinical Rehabilitation Counseling Practicum and the Clinical Rehabilitation Counseling Internship are as follows:

- Practicum is a three-credit hour course to be completed over one semester with 100 hours of experience (40 hours of which are direct client contact) and Internship is a six credit hour course with 600 hours of experience (240 hours of which are direct client contact).
- There are ten courses that must be completed before entering 69192 Practicum II: Clinical Rehabilitation Counseling while all coursework (with the exception of two courses) in the Clinical Rehabilitation Counseling program must be completed prior to internship.
- Practicum is an opportunity to PRACTICE therapeutic skill building, relating to clients, and working through the therapeutic process while Internship is an opportunity to serve in the role and function of a professional Clinical Rehabilitation Counselor.

Responsibilities of the University

The University agrees to:

- 1) Assume full responsibility for the administrative duties associated with the academic requirements of the Clinical Rehabilitation Counseling Practicum, including approval of the practicum site and experience, maintaining on-going and direct communication with site representatives, ensuring that Counselor Trainees are academically ready to begin the practicum experience, and grading.
- 2) Provide information regarding the CES Clinical Rehabilitation Counseling program and curriculum in order that the site may properly plan and execute assignments and supervision. Specifically included are student data, university calendar, student handbook, and this Practicum and Internship Manual.
- 3) Designate one CES faculty member each academic semester to serve as the Practicum Instructor for the student and to communicate directly with the site supervisor. The practicum instructor will facilitate 2.5 hours of group supervision on a weekly basis (this group consists of the practicum instructor and no more than six students) and one hour of weekly individual or triadic supervision to students. The role of the Practicum Instructor and the Clinical Rehabilitation Counseling Practicum and Internship Coordinator will be that of a consultant; the designated site supervisor will assume legal responsibility for all clients seen by the Counselor Trainee.

Responsibilities of the Clinical Rehabilitation Site

The agency/site agrees to:

- 1) Designate one staff person as site supervisor with appropriate graduate degree and a rehabilitation counseling certificate. This person must be an employee (part-time, full-time, or contracted with the site) of the agency/site where the practicum will be conducted. In addition, the site supervisor must be a professional practicing as a licensed / certified rehabilitation counselor for at least two years. The designated site supervisor will assume legal responsibility for the welfare of all clients seen by the Counselor Trainee.
- 2) Develop work assignments and tasks for the Counselor Trainee commensurate with the CES program objectives and accreditation standards (e.g., CACREP), in consultation with the Practicum Instructor and Clinical Rehabilitation Counseling Practicum and Internship Coordinator.
- 3) Ensure that at least 40 clock hours are devoted to direct, face-to-face service to clients.
- 4) Provide opportunities for the Counselor Trainee to engage in the provision of services representative of basic skills needed to conduct face-to-face counseling to clients.
- 5) Students are not to engage in off-site services (e.g., home-based counseling, transportation of clients, etc.).
- 6) Provide the minimum face-to-face supervisory requirements of one (1) hour per week to the Counselor Trainee.
- 7) Complete the student evaluation materials in a timely fashion.
- 8) Inform the University of agency/site policies and procedures that are relevant to the experience of students.
- 9) Provide appropriate working conditions and physical arrangements for the practicum, such as desk space for completing paperwork, access to a telephone, and office space in which to meet with clients privately. In addition, provide a clinical instruction environment that is conducive to modeling, demonstration, and training and is accessible to the counselor trainee. The clinical instruction environment includes all of the following:
 - settings for individual counseling with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and taping);

- settings for small-group work with assured privacy and sufficient space for appropriate equipment;
- necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;
- settings with observational and/or other interactive supervision capabilities; and
- procedures that ensure that the client’s confidentiality and legal rights are protected.

10) Maintain close communication with the University in relation to practicum activities through available means such as field supervisor meetings, correspondence with the Clinical Rehabilitation Counseling Practicum and Internship Coordinator, on-site visits by the Practicum Instructor, and telephone contacts.

11) Monitor student performance and report to the University Practicum Instructor and/or Clinical Rehabilitation Counseling Practicum and Internship Coordinator if difficulties in performance, ethics or other practicum related activities arise.

12) Allow the practicum student to attend weekly practicum class.

Responsibilities of the Student / Counselor Trainee

1) The Counselor Trainee enroll in the Practicum for Clinical Rehabilitation Counseling course for one semester (3 semester hours) and will attend all classes/seminars for Clinical Rehabilitation Counseling practicum for the entire length of the practicum experience. Within this class, 2.5 hours of group supervision /instruction will be provided and students will be actively participating in this experience

2) The Counselor Trainee will complete a weekly Clinical Rehabilitation Counseling Practicum and Log and will submit the originals on a weekly basis to the Practicum Instructor, and copies to the site supervisor.

3) The Counselor Trainee must complete duties assigned and hours scheduled at the practicum site, according to the agreement established between the student and site representative. This includes reporting directly to site supervisor regarding client issues during regularly scheduled supervision sessions and as needed (e.g., in response to client crisis/emergency issues).

4) Counselor Trainees are expected to conduct themselves in a professional manner throughout the entirety of the practicum experience. This means up-holding and abiding by the most current revision of the American Counseling Association's Code of Ethics and Standards of Practice and ethical codes provided by the American Clinical Rehabilitation Counseling Association.

5) Counselor Trainees are responsible for seeing that all paperwork related to the practicum is completed in a timely fashion (i.e., according to deadlines specified in this Manual and in Practicum class) and is on file.

6) The student will ensure that the practicum site and assigned site supervisor receive a copy of the University calendar, student handbook, and this Practicum and Internship Manual.

7) The student will ensure that the Practicum Site and Clinical Rehabilitation Counseling Practicum and Internship Coordinator receive copies of the completed Clinical Rehabilitation Counseling Practicum Agreement form and the Assignment of Supervisor and Qualifications of Supervisor Form by May 1st if starting Fall Semester or December 1st if starting Spring Semester. The student will also be certain that the Mid-semester and Final Skill and Professional Behavior Evaluations, Assessment of the Clinical Experience, and the Practicum Completion Form are properly completed and placed in the student’s practicum file.

8) The student must purchase professional liability insurance and provide proof of current coverage throughout the practicum experience.

The signatures below indicate that each person understands the Practicum requirements for the Clinical Rehabilitation Counseling Master’s degree Program at Kent State University. The signatures also represent each person’s agreement to uphold his or her respective responsibilities outlined in this Clinical Rehabilitation Counseling Practicum Agreement Form.

The Clinical Rehabilitation Counseling Practicum will begin (month/year) ____/____ and conclude (month/year) ____/____

for a total of _____ weeks.

Agency/site Representative:

Name (Printed): _____ Signed: _____ Date: ____/____/____

Title: _____ Agency / Site Name & Address: _____

Practicum Student: Signed: _____ Date: ____/____/____

CRC Practicum & Internship Coordinator: Signed: _____ Date: ____/____/____