



# Practicum Agreement

## Department of Counselor Education

### M.S. in School Counseling

\_\_\_\_ Cleared by Advisor  
for Registration

PLEASE PRINT CLEARLY

#### Student Information

Name: \_\_\_\_\_ KU Student ID #: \_\_\_\_\_

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

Phone: \_\_\_\_\_ KU E-mail address: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Spring, Year: \_\_\_\_\_

Students submit entire signed agreement and proof of ASCA (American School Counselors Association) membership and liability insurance to the KU academic advisor by the third Monday in October. Note; Students are registered for practicum administratively. Please enroll in your other classes as soon as registration opens.

**Student: Review this document with you site supervisor and obtain their signature on page 3.**  
Submit completed original to [coufiellexperience@kutztown.edu](mailto:coufiellexperience@kutztown.edu)

PLEASE PRINT CLEARLY

#### **Site and Site Supervisor Information (please attach your resume to this agreement if available)**

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

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

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

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Are you KU alumni? \_\_\_\_\_

E-mail address: \_\_\_\_\_

Supervisor Highest Degree (check one)    M.A.    M.S.    M.Ed.    Ph.D.

Psy.D.    Ed.D.    Other (specify): \_\_\_\_\_

PA certification: \_\_\_\_\_ Years of experience: \_\_\_\_\_

Student Intern Days On-Site: \_\_\_\_\_

**Supervisor: Please review all requirements, check and sign on page 3.**

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*Office Use Only:*

\_\_\_\_ Site Approved

\_\_\_\_ Site Not Approved – Information sent to program coordinator to initiate agreement.



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The School Counseling Practicum offered by the Department of Counselor Education at Kutztown University is designed to provide the student counselor-in-training with: (1) an opportunity to gain practical on-the-job school counseling experience in the public schools, and (2) a means of integrating didactic skills and information with actual experience under the supervision of a currently practicing PA certified school counselor with five (5) years of experience.

## **I. The On-Site Supervisor shall be responsible to:**

- Hold the following credentials: 1) a master's degree or higher in counseling or a related field; 2) School Counseling Certification and at least five years of master's clinical experience and; 3) relevant training in counseling supervision (e.g., professional development; previous experience).
- Conduct/oversee an orientation that addresses site policies and procedures for crisis intervention, mandated reporting, ACA/ ASCA ethics, PA law, HIPAA, and other relevant policies and procedures.
- Assist with the development of the goals and objectives for the practicum field experience.
- Provide the student with the opportunity to complete all requirements as listed in course syllabus, which include the following:
  1. Conduct distinct core curriculum (classroom) lessons for students
  2. Provide the practicum student with appropriate student clients for individual counseling
  3. Provide the practicum student with an opportunity to lead at least one small counseling group
  4. Conference and consult with parents and other school personnel
  5. Attend appropriate student support meetings, such as Student Assistance Programming (SAP), Instructional Support Team (IST), RTI, and multi-disciplinary meetings
  6. Attend faculty meetings and in-services
  7. Coordinate career development activities
  8. Conduct other school counseling related duties.
- Provide the opportunity for the Intern to audio/video tape individual, group, or classroom sessions
- Practicum students may see clients via telehealth but must be 100% on-site (i.e., you cannot see clients from home). Although practicum students will be able to see clients via telehealth, the majority of their clients must be in-person. Practicum field sites must provide:
  - Proof of a secure telehealth platform.
  - The site supervisor must be able to show proof of telehealth training/continuing education.
  - The site must provide telehealth training to students.
- Provide the University Supervisor an evaluation of the Intern's performance and potential
- Provide the Practicum with a minimum of one (1) hour per week of direct, face-to-face, individual, or triadic supervision.
- Meet with the University Supervisor (as arranged by university or On-Site Supervisor)
- If the approval of the school board or administration is required, the On-Site Supervisor shall inform the intern of the procedure to obtain such approval.

## **II. The University/Faculty Supervisor shall be responsible to:**

- Assist the student in designing the goals and objectives of the practicum field experience
- Provide frequent communication with the On-Site-Supervisor
- Provide ongoing group supervision during weekly seminar class
- Solicit evaluative input from the On-Site Supervisor and assume primary responsibility for assigning a grade
- Provide leadership in assisting the practicum student in designing project(s) as per class syllabus



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#### III. The School Counseling Practicum Student shall be responsible to:

- Initiate and secure a practicum placement agreement and submit the original signed agreement along with proof of ASCA (American School Counselors Association) membership and proof of liability insurance to the faculty advisor by the third Monday in October the semester before practicum.
- Provide proof of valid Acts 24, 34, 151 and 114, 151 clearances, child abuse reporter training, proof of counseling liability insurance, and recent TB Test if updated clearances are required by the site.
- Review site agreement form and hour requirements.
- Complete 100 hours (per 3 credits/ semester), and 40 hours of the 100 hours must be in direct service (individual & group counseling, individual/small group/classroom guidance, consultation).
- Practicum students will be 100% in-person and on-site.
- Maintain an accurate, written daily log of activities and experiences and secure Supervisor's signature on a weekly basis.
- Complete other fair share duties as assigned by the On-Site Supervisor.
- Fulfill all course requirements as assigned by the practicum professor.
- Perform all duties and activities in accordance with FERPA, ASCA Ethical Standards, School District, Kutztown University policies, and PA Law.

#### IV. Problems and Termination of Agreement

- The term of this Agreement shall be 1 academic semester.
- If problems/concerns arise with the Practicum Student or terms of the site agreement, the faculty or On-Site Supervisor may make modifications or terminate the agreement **ONLY** in consultation with all parties involved. Follow these steps for modification or termination of agreement.
  1. Contact the University Supervisor or Site Supervisor within 48 hours to discuss concerns.
  2. Notify the practicum student within 48 hours of the concern.
  3. Submit a written report of concerns to all parties involved.
  4. Make a decision for modification or termination of agreement in consultation with all parties.
  5. If applicable, issue an amendment to the agreement.
- In consultation, any party may terminate this Agreement.
- The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Educational Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

#### Practicum Student:

For course registration purposes, I would **NOT** be available to attend COU Practicum in Counseling class on the following evenings due to on-site hours and/or personal schedule conflict:

\_\_\_\_ Monday      \_\_\_\_ Tuesday      \_\_\_\_ Wednesday      \_\_\_\_ Thursday

**"By my signature below, I authorize the Department of Counselor Education to register me for COU580 Practicum in Counseling."**



# **Practicum Agreement**

**Department of Counselor Education**  
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The undersigned agree to all the provisions stated in the Practicum Site Agreement (students are only responsible for obtaining the On-Site Supervisor's signature and providing their own):

Practicum Student \_\_\_\_\_ Date \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Revised October 2022**