

ST. MARY'S UNIVERSITY
DEPARTMENT OF COUNSELING &
HUMAN SERVICES
One Camino Santa Maria
San Antonio, Texas 78228-8527

FIELD SUPERVISOR'S
AGREEMENT

INSTRUCTIONS: After completing this form return to the
Department of Counseling & Human Services.

STUDENT: LNAME, FNAME MI

PHONE: (H)

(W)

INSTRUCTIONS

As a prospective field supervisor, the following information is provided to acquaint you with the role and functions of those who accept this responsibility for the student enrolled in the practicum or internship.

All students select their own settings in consultation with their program advisor and after approval of their field supervisor. If any clearance is necessary from administrators in the institution chosen, it would be appreciated if the field supervisor would notify the student of the proper procedure. The field supervisor is chosen because of his/her competency in the field of counseling and interest in training students.

The expectations for each practicum and internship are listed below. Please recognize the requirements for your students particular course so that you know what to expect. (See Requirements for all counselors-in-training.) For all students it is asked of the supervisor to spend a minimum of one hour per week in supervision with the student. Taping sessions, in respect to the established practices of the site, is highly encouraged so that they may be used during the supervising session to review interactions and progress of the student.

Expectations for the practicum or internship:

MASTERS LEVEL

CN6357 Counseling Practicum: Students apply counseling principles and procedures to develop skills in the treatment of individuals with emotional and behavioral problems. Students learn under the direction of master's level or above qualified supervisors at an approved site. Case experiences are further analyzed and discussed under the supervision of faculty in weekly class meetings. Students complete a minimum of 100 hours on site, 40 client contact hours, and 15 hours of supervision. Favorable final evaluations by the site supervisor and faculty are required for credit. Limited enrollment. Prerequisite: CN6354 and CN6355.

CN7359/60/61 Internship in Counseling I, II, III: The internship provides the opportunity to develop skills in the treatment of individuals with emotional and behavioral problems, under the direction of doctoral qualified supervisors at an approved site. Case experiences are further analyzed and discussed under the supervision of faculty in weekly class meetings. Students complete a minimum of 300 hours on site, 120 client contact hours, and 15 hours of supervision. Favorable final evaluations by the site supervisor and faculty are required for credit. Limited enrollment. Prerequisite: CN6354, CN 6355, CN6357, CN7301, CN7333, CN7351, CN6150 and CN6253, completion of 27 semester hours in the program, and admission to candidacy for the Master's degree.

DOCTORAL LEVEL

CN7140/CN7141 Special Practicum in CE/MFT: This practicum provides a counseling/therapy experience each semester until the student begins the intensive internship in the third year. One hour of supervision is required for each five hours of client contact. Students must complete a minimum of 30 hours of direct client contact per semester for each one semester hour practicum, for a minimum total of 120 hours of direct client contact and a minimum total of 24 hours of supervision.

CN7350 Special Practicum in Counseling/Therapy: This practicum provides a counseling experience for students prior to the actual internship and requires a minimum of 90 client contact hours per semester. One hour of supervision is required for each five hours of direct client contact.

CN8120/8220/8320 Research Practicum: This course allows the student the opportunity to expand their knowledge and skills of applied research tools and techniques. Activities may include literature searches, evaluation of research, development of research proposals, use of computer-based statistical packages, and preparation of final reports. Students are required to devote 4-5 hours per week on site for a 1 credit hour practicum, 8-10 hours per week for a 2 credit hour practicum, and 12-15 hours per week for a 3 credit hour practicum. Evaluation of students will be based on site performance and the development of a research report, proposal, and/or paper. Prerequisite: Approval of faculty supervisor.

CN8110 Special Practicum-College and University Teaching: This 30-hour course provides the student with theory and experience in the process of higher education. The student will be presented with theories and perform activities including but not limited to class preparation, class presentation, testing, course organization, and theories of instruction. Classroom experiences are analyzed and discussed under the supervision of qualified faculty. Favorable final evaluations by the faculty supervisor are required for credit. Prerequisites: 18 hours of doctoral level courses and approval by instructor prior to registration. Details concerning specific course opportunities are available from the department.

CN8359/60/61 Doctoral Internship I, II, III: The Doctoral Internship is a three semester, twelve month experience. During each semester, interns complete 400 hours on-site, at least 167 client contact hours for an in-patient setting or 134 client hours for an out-patient setting, and 34 hours of supervision. Case experiences are further analyzed under the supervision of faculty in weekly class meetings. Favorable evaluations by the site supervisor and faculty are required for credit. The Internship provides the opportunity to enhance therapeutic skill under the direction of doctoral qualified supervisors. The intern is assigned to an approved psychiatric hospital or mental health agency.

SITE SUPERVISOR REQUIREMENTS

Master's level site supervisors for Practicum and Internship must have a master's degree and be licensed (LPC, licensed psychologist, psychiatrist, licensed social worker).

Doctoral level site supervisors for Special Practicum and Internship must have a terminal degree and be licensed.

CONTINUED ON FOLLOWING PAGE

CN-F/I-2 - REV: 11/99

FIELD SUPERVISOR'S AGREEMENT (Continued)

Site supervisors will be asked to make a short written report concerning the competency of the student at the completion of the field experience. They are also urged to communicate fully with the university supervisor concerning student's progress and any difficulties or questions encountered in supervision. The university supervisor can be reached at 436-3226. Also note that all students in field experience are required by the Department of Counseling and Human Services to provide their own professional liability insurance before proposed starting date.

If you agree to the above conditions, would you please complete and sign the form on this page? Your cooperation is very much appreciated by the faculty at St. Mary's University who are concerned with the education and growth of counselors in training.

For other practicum not listed requirements will be addressed on an individual basis with the student's field supervisor.

STUDENT: LNAME, FNAME MI

PHONE: (H)
(W)

DATE:

SEMESTER:

AGREEMENT

COURSE TITLE:

COURSE NUMBER: CN

ENROLLMENT INFORMATION

AGENCY/SCHOOL:

DATES

ADDRESS:

STARTING DATE

ENDING DATE

PHONE:

COMMENTS:

NOTE:

For all counselors-in-training, site supervisors must insure that:

1. Interns are identified by the site and identify themselves to clients as counselor interns.
2. Interns inform clients of limits of confidentiality.
3. Interns obtain signed consent forms when appropriate. For example, signed consent is obtained from the parent (custodial) before counseling a minor child.
4. The intern will be informed of agency policies regarding confidentiality, documentation, and emergency procedures.

SITE SUPERVISOR

FIELD SUPERVISOR:
(Print Name)

FIELD SUPERVISOR:
(Signature)

DATE:

STUDENT

INTERN:
(Print Name)

INTERN:
(Signature)

DATE: