



SCHOOL COUNSELING - PRACTICUM AGREEMENT – CNSL 508

(revised 11/24)

Student _____ Email: _____

Supervisor _____

Agency address _____

Phone _____ Email _____

The practicum will be effective for a period from _____ to _____
for _____ hours per week for _____

Student Name

Within the resources and needs of the practicum site, the student will be provided with experience in as many of the activities described below in sufficient amounts to allow an adequate evaluation of the student's level of competence in the designated activity. **One hour of weekly supervision will be provided by the site supervisor.**

The faculty supervisor, Professor _____ at telephone number _____ and email _____ will be the primary contact to whom all communications will be made regarding the student's progress, problems, and performance evaluations.

Practicum Activities

1. Individual Counseling for problems of personal, social occupational, educational nature, including assistance with selection of academic courses	8. Career Counseling
2. Group Counseling; Leading or Co-Leading	9. <u>Weekly individual supervision with site supervisor</u>
3. Intake interviewing, including taking social history information	10. Weekly group or peer supervision with faculty supervisor
4. Testing: Administration, analysis, interpretation of results	11. Case conference or staff meeting
5. Report writing, record keeping, treatment plans, treatment summaries	12. School Counseling Lessons/ school wide- activities
6. Consultation, referrals, professional team collaboration	13. Participation in orientation sessions, contact with community resources
7. Participation in planning and placement team meetings, post-secondary planning activities	14. Participation in administrative support activities and routine school counseling systems management, e.g., assistance with students' schedules, registrations, etc.

Faculty Supervisor Responsibilities:

In a Master’s in Counseling program, the **faculty supervisor** is an essential mentor who ensures the student receives comprehensive, quality supervision that supports both their professional and personal development. Their role goes beyond simply overseeing hours and tasks—they are active in shaping the student's understanding of counseling practice, ethical issues, and professional identity, all while ensuring the student meets the program's learning goals and standards.

The faculty supervisor is responsible for:

1. Pre-fieldwork preparation	6. Documenting and reporting
2. Providing ongoing supervision and support via weekly group supervision	7. Ensuring compliance with program and accreditation standards
3. Assessment, feedback and evaluation	8. Crisis support and problem-solving
4. Providing professional development and reflection opportunities	9. Final evaluation and Integration
5. Communication with fieldwork site and site supervisor	

Site Supervisor Responsibilities:

The **site supervisor** plays a critical role in guiding and overseeing the practical experience of students in a Master’s in Counseling program. While the **faculty supervisor** handles academic and theoretical guidance, the **site supervisor** is responsible for the on-the-ground, day-to-day supervision and mentorship of the student.

The site supervisor is responsible for:

1. Providing clinical supervision and guidance	6. Ensuring safe and effective client care
2. Monitoring and evaluating progress	7. Supporting professional boundaries and self-care
3. Providing case management and support	8. Collaboration with faculty supervisor
4. Ensuring adherence to ethical and legal standards	9. Ensuring competency in multi culturally sensitive practices
5. Providing weekly supervision sessions (1 hour)	10. Evaluation and feedback

Fieldwork Student’s Responsibilities:

During fieldwork in a Master’s in Counseling program, students have a range of **responsibilities** to ensure they develop the necessary skills, knowledge, and professional behaviors to become effective counselors. These responsibilities can be grouped into areas such as **counseling practice**, **professional behavior**, and **learning and reflection**.

1. Counseling practice

a. Provide client-centered work	d. Engage in and document supervision
b. Build therapeutic relationships	e. Act on feedback
c. Document casework	f. Utilize counseling skills

2. Professional and ethical behavior

a. Maintain confidentiality (except in instances when safety is compromised)	c. Engage in ethical decision making
b. Maintain professional boundaries	d. Adhere to legal standards

3. Learning and reflection

a. Demonstrate self-awareness, self-management, social awareness, relationship skills and decision-making skills	g. Meet program requirements
b. Seek professional development	h. Complete assignments in a timely manner
c. Engage in self-care	i. Complete assigned task at site in a professional and timely manner
d. Respect diversity	j. Communicate clearly
e. Approach work/learning with cultural humility	k. Collaborate with site staff
f. Adapt counseling techniques to be respectful and responsive to cultural values, beliefs and preferences of each client	

Emergency procedures:

In the event of an emergency, please follow your organization’s protocol, as well as notifying their practicum faculty supervisor and the Coordinator of the School Counseling Program.

Format and frequency of consultation between the counselor education program and the site to monitor student learning:

1. Faculty supervisors will introduce themselves to site supervisors via email correspondence
2. Faculty supervisor provides contact information
3. Faculty supervisor will schedule an in person or virtual site visit once per semester minimally.
4. Faculty supervisor will encourage site supervisor to contact them with all questions and concerns.
5. Faculty supervisors will respond to site supervisor’s concerns in a timely manner.
- 6.

Fieldwork hours required:

PRACTICUM REQUIREMENTS PER ACADEMIC SEMESTER	
Direct hours (with students)	40 hours (minimum)
Indirect hours (supporting adults, systems, etc.)*	60 hours (minimum)
TOTAL HOURS	100 hours (minimum)

*Weekly group supervision provided by faculty supervisor counts toward indirect hours.



Practicum Checklist

- Student has been approved by program faculty to begin Practicum.
- Student has obtained liability insurance.
- Student has passed district background check process.

Site Supervisor Checklist

- Site Supervisor has a master’s degree in school counseling.
- Site Supervisor has an active CT school counseling credential (068).
- Site Supervisor has a minimum of 2 years post-master’s professional experience as a school counselor.
- Site Supervisor has taken part in CCSU site supervisor training (or will do so in next 30 days).
- Site Supervisor has reviewed the Field Work section of the CCSU School Counseling Program Handbook and has knowledge of the program’s expectations, requirements, and evaluation procedures for students.

Acknowledgement:

By accepting to work with and supervise the school counseling graduate student while they conduct their practicum fieldwork training, the school acknowledges the assigned site supervisor meets the required professional qualification to supervise the student as well as agrees to consistently provide the student the necessary supervision as described within this document. Furthermore, the school agrees to abide by and uphold all federal and state laws and regulations, including the ethical standards established for the training of school counselors, which includes but is not limited to all forms of service delivery.

Student: _____

Date: _____

Site Supervisor: _____

Date: _____