

**Notre Dame de Namur University MSCP Programs:
Master of Science in Clinical Psychology (MSCP)
Marriage and Family Therapy (MSCP/MFT)
Marriage & Family Therapy & Licensed Professional Clinical
Counseling (MSCP/MFT/LPCC)**

Practicum/Supervised Field Experience Agreement Form

This document represents an agreement concerning fieldwork between and among the following:

The NDNU Graduate Clinical Psychology Department (represented by a Case Seminar/Practicum or Supervised Field Experience Professor or the Department Chair).

MSCP; MSCP/MFT; or MSCP/MFT/LPCC Trainee or student: _____

Fieldwork Site: _____

Site Supervisor: _____ Clinical License (if applicable): _____

This agreement covers the responsibilities of all four parties. Language used in this document is based on California Business and Professions Code relating to MFT (Marriage & Family Therapist) and all parties agree to maintain compliance with that law as is relevant and required for their respective training and degree program. The signature of the faculty advisor from the Clinical Psychology Department will constitute department approval of the fieldwork site for specific trainee. A copy of this document will be kept in the student's file in the department and the student will keep the original.

The NDNU Clinical Psychology Department:

Shall approve the supervised fieldwork setting for each trainee that is consistent with their degree program; shall have a written agreement with the supervised fieldwork setting that details each party's responsibility, including the methods by which supervision will be provided; shall provide forms for regular reports and evaluation of the student's performance at each supervised fieldwork setting; shall coordinate the terms of this agreement with each of the named parties; and shall evaluate the appropriateness and scope of the license of an MFT, if applicable, as set forth in Section 4980.02 of the Business and Professional Code.

Shall not prohibit supervision, for both professional clinical counselor trainees (LPCC track) and MFT track trainees, via telehealth, with two way synchronous videoconferencing that is HIPAA compliant. This applies only to exempt sites (i.e. governmental sites, non-profits and schools).

We affirm that PCC and MFT trainees are not prohibited from offering telehealth services to clients, counting towards their direct service training hours.

The Trainee:

Practicum Placements will be limited to master's candidates who have completed no less than 12 semester units in the NDNU qualifying Clinical Psychology Degree Program, as defined by section 4980.03 © of the Business and Professional Code. The trainee (student) will participate as required by their respective training program in collaboration with the fieldwork site, and provide appropriate clinical services to clients.

As required by law for MSCP/MFT and MSCP/MFT/LPCC trainees, the trainee will maintain a log of all hours of experience and will obtain a "Supervisor's Responsibility Statement" signed by the licensed supervisor at the commencement of supervision. The trainee should retain the original copies of her/his weekly hour's logs after they are signed by her/his supervisor. A copy of those weekly hours' logs should be submitted to the

MSCP/MFT/LPCC DCT and work study student by the second Monday of each month. Students are responsible for keeping originals and submitting copies of all required documentation for fieldwork, including signed weekly logs of hours by supervisors.

MSCP trainees who are not being supervised by a licensed clinician, must collaborate with the DCT, in advance, who will create, supply, and/or approve an appropriate method for documenting and tracking the intern's hours at their respective site in collaboration with the designated supervisor. The student will follow the University calendar with respect to holidays, except by prior arrangement between the supervisor and the practicum supervisor.

The Supervised Fieldwork Site:

The site will provide the trainee with a supervised, field and/or practicum/internship experience for students in the MSCP; MSCP/MFT or MSCP/MFT/LPCC program. The supervising professional will hold an appropriate degree, credential or license in the specified field, if any is required for that field, and at least two (2) years' experience in that field. The site will designate a member of its staff to participate with the University's Director of Clinical Training in planning, implementing, and coordinating the practicum/internship program. The site will maintain complete records and reports on the intern's performance and provide an evaluation to the University on forms the University shall provide.

The site shall provide clinically appropriate services to clients; shall orient the trainee and supervisor to the policies, and practices of the agency; shall notify the qualifying degree program; in a timely manner, of any difficulties in the work performance of the student; shall provide the trainee with a minimum of 15-20 hours per week of supervised fieldwork experience totaling 250 hours in a given semester for students enrolled in Case Seminar/Practicum (note: this does not apply to a student in Supervised Field Experience).

The MSCP supervisor will provide the intern with at least one to two hours, depending on the scope of the work, of face- to-face supervision per week for the duration of the practicum/internship.

For students pursuing licensure (MSCP/MFT; MSCP/MFT/LPCC), the site shall provide the trainee and the supervisor with the documents necessary to verify to the Board of Behavioral Sciences that the placement is one that is named in law, that the trainee is employed in the manner required by law, and the description of the duties performed by the trainee meet law requirements, and shall appropriately evaluate the qualifications and credentials of any employee who provides supervision to MFT/LPCC trainees.

For MFT or MFT/LPCC trainees, the fieldwork site will provide the trainee with a supervisor who has been licensed in California for at least two years. It will provide adequate resources to both in order that the trainee may provide clinically appropriate services to its clients. The fieldwork site will provide the trainee at least at least 250 hours per semester if the trainee is registered in Case Seminar/Practicum and an average of at least one hour of individual, or two hours of group supervision, for every five hours of client contact.

The signature of the representative of the fieldwork site verifies the type of setting is: (Circle one)

1. School, College or University
2. Non-profit Charitable Organization (has IRS 501 C tax exempt status)
3. Licensed Health facility (as defined in section 12250, 1250.2 and 1250.3 of Health and Safety Code)
4. Government Agency

Check one:

_____ The Trainee will receive a stipend of no more than \$500.00 per month.

_____ The Trainee will be paid a salary.

_____ The Trainee will accumulate hours of experience at this fieldwork site as a volunteer and will not receive pay.

The MFT and MFT/LPCC Supervisor, _____ shall sign and abide by the “Responsibility Statement for Supervisors of the MFT License” as described in Section 1833.1 of the California Code of Regulations (CCR): shall describe in writing the methods by which supervision will be provided; shall provide regular progress reports and final semester evaluations of the student’s performance at the site to the qualifying degree program; and shall abide by the ethical standards for supervisors per the American Association of Marriage and Family Therapy, Board of Behavioral Sciences, the California Association of Marriage and Family Therapists, and the American Psychological Association.

The licensed site supervisor will provide ethical supervision of the trainee’s services. The licensed site supervisor will provide to the trainee a copy of written procedures to be used in supervision by completing the following.

The trainee will be involved in the following:

Direct Services

_____ Individual, couple and/or family therapy
_____ Group therapy
_____ Intake interview
_____ Assessment and testing
_____ Other - (Indicate) _____

Indirect Services

_____ Administrative paperwork

Supervision

_____ Individual (one hour/week minimum)
_____ Group (8 or less people, 2 hrs/wk min)

Training

_____ Training seminars
_____ Case conferences
_____ Didactic training
_____ Staff meetings

Other Services (please describe)

Supervision of the field work, counseling or psychotherapy provided to the trainee will be provided by the following
(Check all that apply):

_____ Student Verbal Report
_____ Direct Observation
_____ Process Notes
_____ Written Case Report
_____ Other - (Indicate methods) _____

This agreement will remain in effect from:

_____/_____/_____ to _____/_____/_____

Any student who wishes to collect hours beyond May 15th deadline and who has committed to a site beyond May 15th, must sign up for CPY 6992 in SSI and SSII.

Additional Issues:

a. Termination

The expectation of all parties is that the trainee will complete the term of this agreement.

Termination of this agreement with cause shall be in accordance with the academic policies of the qualifying degree program or the employment or volunteer policies of the **supervised fieldwork setting**. Any party may terminate this agreement without cause by giving all other parties 30-days-notice of the intention to terminate. Termination of this agreement on the part of the trainee or supervisor is separate from termination of his or her employment at the **supervised fieldwork setting**. Termination of the trainee or supervisor's employment or this agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the trainee, the supervised fieldwork setting or the supervisor that such a decision must include consultation with the **qualifying degree program**.

b. Changes in the Agreement

This agreement may be amended at any time but any amendment must be in writing and signed by each party. This agreement contains the entire understanding of the parties regarding their rights and duties. Any alleged oral representation or modification concerning this agreement shall be of no force or effect unless contained in a subsequent written modification signed by all parties.

c. Indemnification

The **supervised fieldwork setting** assumes all risk and liability for, and indemnities, protects, holds harmless and hereby releases the **qualifying degree program** and each and every one of its officers, against, faculty and employees of, from and against all liability, losses, injuries, damages, claims, suits, fees, including attorney's fees, costs or judgments which may arise from the student's performance of services while at the **supervised fieldwork setting**. The assumption of risk, liability and indemnification under this paragraph shall survive the termination of this contract.

Practicum/Supervised Field Experience Agreement Form:
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Trainee Signature

Date

(Trainee, Print Name)

Date

Site Representative Signature (May be Licensed Site Supervisor)

Date

(Site Representative, Print Name and Title)

Date

Site Supervisor, Signature, (Clinical License, If applicable)

Date

(Site Supervisor, Print Name and Title)

Date

NDNU Representative Signature

Date

(NDNU Representative, Print Name and Title)

Date