# 2a. Site Supervision Agreement for Clinical Practicum or Internship

**COUN 669, 667, 668, 868, & 869**

Old Dominion University, Graduate Counseling Program

**THIS FORM IS TO BE COMPLETED, SIGNED (by both Student AND Site Supervisor), AND SUBMITTED IN QUALTRICS:** [https://odu.co1.qualtrics.com/jfe/form/SV_dm5HSI3L68yXdtP](https://odu.co1.qualtrics.com/jfe/form/SV_dm5HSI3L68yXdtP)

Use this form only to prepare answers to facilitate the completion of the Site Supervision Agreement in Qualtrics. This form should be completed collaboratively between the Student and Site Supervisor. Students will receive an email copy of the form once it is completed in Qualtrics, which students should submit to their group supervisor.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>UIN:</th>
<th>ODU Email:</th>
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<thead>
<tr>
<th>Select course:</th>
<th>Select track:</th>
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<tbody>
<tr>
<td>Practicum</td>
<td>School Counseling</td>
</tr>
<tr>
<td>1st semester Internship</td>
<td>Mental Health</td>
</tr>
<tr>
<td>2nd semester Internship</td>
<td>Doctoral</td>
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<tr>
<th>Instructor/University Supervisor:</th>
<th>Site Name:</th>
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## Site Information

**Site name:**

**Site address:**

**Types of clients served:**

## Supervisor Information

**Supervisor name:**

**Title:**

**Phone:**

**Email:**

**License Type**

- LPC, LCSW, LMFT, CSAC, LASTP, Psychologist, Psychiatrist, etc.

**Year Licensed**

**Highest counseling-related academic degree:**

**Conferring university:**

**Total years of experience providing counseling:**

**Types of counseling provided:**

**Experience providing counselor supervision:**

**Please list training or licenses received for providing supervision:** (Course name(s) & number(s), institution(s), date(s) with number of CEU’s or graduate credits received). Attach documentation if necessary.
Responsibilities of Supervisor

Site supervisor, please initial items to indicate you have read and agree to the responsibilities.

- Ensure student receives orientation to the facility and has access to site policies and procedures.
- Review emergency and crisis intervention procedures with the student during the first week on site.
- Provide a minimum of one (1) hour of weekly individual/triadic supervision for practicum/internship students ______ (initials)
- Assist the student with the planning of the practicum or internship experience to include minimum hours and types of experiences delineated in the ODU Practicum or Internship Handbook.
- Check the student’s hours log on at least a bi-weekly basis.
- Meet with student’s university supervisor once during the semester and maintain contact with the student’s university supervisor(s) to communicate the student’s progress and any concerns.
- Complete the university’s final evaluation form concerning the student’s counseling performance.

Responsibilities of Student

Student, please initial items to indicate you have read and agree to the responsibilities.

- Provide site supervisor with information on ODU program requirements and supervision training opportunities.
- Meet weekly with supervisors (site and university). ______ (initials)
- Facilitate communication among supervisors.
- Learn and adhere to the policies and procedures of the site, including procedures for crisis interventions.
- Represent self and the university in a professional manner.
- Follow the American Counseling Association’s and American School Counselor Association’s Ethical Guidelines, as appropriate to track.
- Provide university with evaluations of site supervisor at the end of each semester. ______ (initials)
- Consult immediately with site supervisor or available licensed representative when client may be at risk for harm to self or others.

Recording Requirements

Students are required to record (video recording is preferred) some of their sessions with the client’s/parent’s permission obtained through a signed consent form. Students are required to submit recordings throughout the semester for review with their university supervisor. ______ Supervisor Initials ______ Student Initials

Length of agreement (start and end dates should correspond to University semester dates)

<table>
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<tr>
<th>Start date:</th>
<th>End date</th>
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<tr>
<th>Days of week on site:</th>
<th>Expected hours per week on site:</th>
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Student Site Responsibilities and Goals (mutually agreed upon by site supervisor and student):

Description of job duties and responsibilities for the student:
Identify three goals as a counselor-in-training on site for the semester:

1. 

2. 

3. 

Signatures

This document serves as contract between the site and the student. Signatures indicate agreement on the above requirements and responsibilities.

Site Supervisor _________________________________ Date ________________

Student __________________________________________________________________ Date ________________