# Site Supervision Agreement for Clinical Practicum or Internship

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

Old Dominion University, Graduate Counseling Program

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**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_3JM9MHDVOQ2PzANf

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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**Select course:**
- [ ] Practicum
- [ ] 1st semester Internship
- [ ] 2nd semester Internship

**Select track:**
- [ ] School Counseling
- [ ] Mental Health
- [ ] Doctoral

**Instructor/University Supervisor:**

**Site Name:**

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**Site Information**

**Site name:**

**Site address:**

**Types of clients served:**

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**Site 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:**

CACREP requires site supervisors have supervision training, and the Counseling program faculty expects site supervisors to have ongoing training. To help you in meeting this requirement, the Counseling program annually hosts a 1-hour recorded supervision training for Clinical Mental Health and School Counseling site supervisors. It is your responsibility as a site supervisor to engage in ongoing training in supervision, engaging in a training at least once every three (3) years.

**Initial below that you agree to fulfill the supervision training requirement:**

**Option 1:** I have attended an outside supervision training, listed below, within the past three (3) years:_____

**Option 2:** I have attended the ODU Counseling program’s annual supervision training within the past three (3) years:__

**Option 3:** I will attend the ODU Counseling program’s annual supervision training or watch the training recording within the first six (6) weeks of the semester:_____

If you initialed for Option 1, complete the following:

**Training/course names:**

**Institution or Training Organizations:**

**Dates of Training (MO/YR):**

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Site Supervisor Responsibilities
Site supervisor, please check items to indicate you have read and agree to the responsibilities:

- Review the current Practicum & Internship Handbooks, available on the ODU Counseling program website (https://www.odu.edu/chs/internship-opportunities), and review the P&I Orientation materials for site supervisors sent by the Clinical Coordinator at the beginning of each semester (i.e., within the first 2-3 weeks of the semester).
- 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.
- 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 regular contact via email or phone (i.e., once a month) with the student’s university supervisor(s) to communicate about the student’s progress.
- Contact the university supervisor(s) immediately if professional behavioral concerns arise. Document professional behavioral concerns and share documentation with university supervisor(s).
- Complete the university’s final evaluation form concerning the student’s counseling performance.
- Receive ongoing training in counseling supervision, at least once every three (3) years.

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

- Provide site supervisor with information on ODU program requirements, including the Practicum & Internship Handbook, the Counseling program website, required evaluation forms, university supervisor(s) and Clinical Coordinator contact information, and supervision training opportunities.
- Meet weekly with supervisors (site and university). Unexcused absences from more than two university supervision sessions (individual or group) will result in failure of the course.
- Facilitate communication among supervisors.
- Document direct, indirect, and supervision hours on a weekly basis throughout the semester.
- 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.
- Complete all required practicum and internship paperwork by the deadlines throughout the semester.
- 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 to Record form. Students are required to submit recordings throughout the semester for review with their university supervisor.
- Consent to Record forms should be stored on site as a part of the client’s/student’s file.

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

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<tr>
<th>Start date:</th>
<th>End date</th>
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Days of week on site: Expected hours per week on site:

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 agreement between the site and the student. Signatures indicate agreement on the above requirements and responsibilities.

Site Supervisor _________________________________ Date __________________

Student _________________________________ Date __________________