



UNIVERSITY OF ALASKA ANCHORAGE
College of Education
 3211 Providence Drive, PSB Suite 225, Anchorage, Alaska 99508-4614

Counselor Program
PRACTICUM/INTERNSHIP CONTRACT

This agreement is made on _____ by and between the Counselor Education Graduate Program
 and _____

date

_____ This agreement will be effective from _____

Practicum site

start date

to _____, for candidate _____

end date

name

Purpose:

The purpose of this agreement is to detail the practicum/internship experience in the field of counseling.

The University Program agrees:

1. To oversee the practicum placement process in accordance with procedures and policies set by the College of Education.
2. To assign a University instructor to facilitate communication between University and site.
3. To notify the candidate that s/he must adhere to the administrative policies, rules, standards, schedules, and practices of the site.
4. That the University instructor shall be available for consultation with both site supervisors and candidate and shall be immediately contacted should any problem or change in relation to candidate, site, or University occur.
5. That faculty instructor is responsible for the assignment of a field work grade.

The Practicum site agrees:

1. To assign a practicum supervisor who has appropriate credentials, time, and interest for training the practicum candidate.
2. To provide opportunities for the candidate to engage in a variety of counseling activities under supervision and for evaluating the candidate's performance as noted in this contract.
3. To provide the candidate with adequate work space, telephone, office supplies, and staff to conduct professional activities.
4. To provide supervisory contact that involves some examination of candidate work using observation, consultation, participation, and/or live supervision.
5. To provide written evaluation of candidate performance based on criteria established by the Counselor Graduate Program.

The Intern agrees:

1. To secure student malpractice liability insurance prior to beginning work with students/clients.
2. To complete all security clearances required by the state, University, and/or site such as fingerprinting.
3. To complete all training/readings requirements of the site.
4. To complete all work-related tasks requested by the site including those documented in the goals for practicum/internship and the practicum/internship contract.
5. To complete course work in the practicum/internship syllabus.
6. To inform the site supervisor and the University instructor if I am not making progress or am experiencing difficulties in the site.

_____ will be the University instructor with whom the candidate and practicum site supervisor will communicate regarding progress, problems, and performance evaluations.

The training activities checked below will be provided for the candidate in sufficient amounts to allow an adequate evaluation of the candidate's level of competence in each activity. Note to Candidate: You must document work in all areas over the course of the two practica.

- Individual counseling (personal/social nature, occupational/educational nature)
- Group counseling (co-leading or leading)
- Initial client/Candidate contact interviewing (identifying presenting problem, information gathering)
- Work with special populations

School (K-12) practicum sites should also have the following:

- Personal and career development curriculum
 - Individual Candidate planning
 - Responsive services
 - System support
 - Other, please specify _____
- _____
- _____
- _____

Signatures:

_____ Candidate	_____ date
_____ University faculty –	_____ date
_____ University faculty e-mail	_____ office phone
_____ Practicum supervisor	_____ date
_____ Practicum supervisor – printed	_____ office phone
_____ Practicum supervisor e-mail	_____ fax
_____ Site address	_____ city
	_____ state
	_____ zip