

## **Practicum Responsibilities**

### **Memorandum of Shared Responsibility for Practicum**

#### Responsibilities of the Student:

- To be present and working at the practicum site for an average of 10 to 12 hours per week.
- To be present and working at the practicum site for a minimum of 100 hours during the practicum experience
- To conduct a minimum of 40 hours of interviews during the practicum experience
- To develop an appropriate set of individualized learning objectives.
- To provide direct client services for an average of 3 to 5 hours per week. When appropriate, a group counseling session may replace an individual interview up to once a week.
- To receive one hour per week of supervision from the site or assigned supervisor.
- To obtain written informed consent for services from each client (consent maintained in a secure location by student for duration of Practicum).
- To tape record counseling interviews and bring the tapes to the university supervisor for review and discussion.
- To document client services using the format required by the agency and to have all documentation read and cosigned as required by the site supervisor.
- To diligently follow the CRCC Code of Ethics.
- To attend and participate in the practicum seminar.
- To submit a Weekly Activity Log and to meet with the university supervisor throughout the semester.

I have read and agree to the above responsibilities of practicum.

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Signature of Student

Responsibilities of the Site Supervisor:

- To provide the student with supervision for the entire practicum experience
- To provide the student with an orientation to the mission and procedures of the agency.
- To identify several appropriate clients for referral to the practicum student.
- To provide at least one hour of supervision per week, ensuring that client welfare is protected and the student is supported in his or her learning objectives.
- To read and approve all case notes and other documentation produced by the student.
- To contact the university supervisor in the event of any concerns or incidents involving the practicum student.
- To meet with the university supervisor at the beginning and ending of the semester and to provide written evaluations of the student's work at mid-semester and at the end of the practicum experience.

I have read and agree to the above supervisory responsibilities.

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Signature of Site Supervisor

Responsibilities of the University Supervisor

- To structure and facilitate the weekly practicum seminar.
- To meet as a group for one and one half hours per week or individually with the student for one hour per week to review cases, listen to audio tapes, and provide consultation regarding counseling activities.
- To read and respond to Weekly Activity Log.
- To meet with the student and supervisor at the beginning and end of the semester.
- To support the student's understanding and application of the CRCC Code of Ethics.
- To further student understanding of counseling skills and processes.
- To be readily available to the student and/or the site supervisor for consultation
- To maintain confidentiality with respect to any and all client information, subject to the legal limits of the State of Texas.
- To evaluate the student's progress and assign a grade for performance.

I have read and agree to the above supervisory responsibilities.

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Signature of University Supervisor

