

- a. Serve as principal liaison between the Program and the agency/school including appropriate communication with the site supervisor;
 - b. Make periodic visits to the agency/school (when appropriate) to assess the setting, review student progress, and consult with the site supervisor on learning patterns or problems;
 - c. Be available to the site supervisor for immediate consultation when requested; and
 - d. Share with the site supervisor knowledge of the educational program of the Program and pertinent information about the student's progress in other areas of the curriculum.
8. Provide opportunities for professional development of the site supervisor and other appropriate members of the agency/school staff through provision of a meeting, institute, seminar, and/or workshop; and
 9. Require the student to maintain professional student liability coverage for the duration of their field placement (\$2,000,000/\$4,000,000).

B: THE STUDENT AGREES TO:

1. Meet the appropriate qualifications before beginning their field placement (to have completed phase II of the counselor education program);
2. Maintain a continuous field placement for the entire semester;
3. Spend at least 40% of their time at the agency/school in the direct service of clients (individual or group counseling);
4. Follow all professional and ethical standards as set by the American Counseling Association's current Code of Ethics
5. Meet on a regular basis with their site supervisor. In practicum, this will mean checking in with the site supervisor on a weekly basis. In internship, this will mean meeting with the site supervisor for one hour every week;
6. Meet with their university supervisor(s) per the schedule given by the university supervisor(s):
 - a. In practicum, the student will meet for group supervision for 1.5 hours every week – and dyadic supervision for 1 hour every week;
 - b. In internship, the student will meet for 1.5 hours of group supervision every week; and
7. Provide documentation of professional student liability coverage for the duration of their field placement (\$2,000,000/\$4,000,000).

C: THE AGENCY/SCHOOL AGREES TO:

1. Accept the student for placement in the agency/school;
2. Accept the assignment of the student to the agency/school without discrimination based upon race, color, national origin, age, gender, religion, disability, sexuality, or marital status;
3. Accept the guiding principle that the agency/school should provide an educationally sound field placement for the student;
4. Provide opportunities for the student to obtain the appropriate amount of experience in direct service (conducting individual and/or group counseling):
 - a. In practicum, the student must obtain at least 40 hours of direct service;
 - b. In internship, the student must obtain at least
 - i. 120 hours of direct service if they are completing a 300-hour internship,
 - ii. 240 hours of direct service if they are completing a 600-hour internship;
5. Provide students with opportunities to participate in the overall agency/school program and activities;
6. Accept and help to implement the objective of the Counselor Education Program that field placement should provide opportunities to reinforce learning from all areas of the Program's curriculum;
7. Provide a qualified site supervisor for the student, subject to the approval of the Program. The site supervisor:
 - a. Must have at least a master's degree in counseling, social work, or psychology, and

