NCCU COUNSELING

MEMORANDUM OF AGREEMENT BETWEEN

Counselor Education Program, North Carolina Central University

and

_____

Please print or type the name of the student

and

_____

Please print or type the name of the cooperating agency/school

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This Memorandum of Agreement (MOA) is for: ☐PRACTICUM ☐INTERNSHIP ☐300 ☐600

Please select: ☐Career ☐Mental Health ☐School **Semester:** ☐Fall ☐Spring ☐Summer

Is this your place of employment? ☐Yes ☐No **Student Email:** _____

The Counselor Education Program at North Carolina Central University (NCCU) designates the above agency/school as an appropriate setting for a field placement in the program of study for counselor education by the signing of this agreement. Also, by the signing of this agreement, both the Counselor Education Program and the agency/school commit themselves to cooperatively provide supervision for the student in the Program as described below.

The student, by signing this agreement, commits themselves to following the requirements for completing a practicum or internship placement.

This agreement becomes effective on the first day of classes at NCCU for the semester in question **January 12, 2026**, and remains in force until last day **April 27, 2026,** of the said semester for a period of one semester unless either the Counselor Education Program, the student, or the agency/school indicates a need for review or change. Minor adjustments may be agreed upon by letter which should be then attached to each copy of this document.

A: THE COUNSELOR EDUCATION PROGRAM AGREES TO:

1. Consider the perceptions and recommendations of the agency/school in all matters concerning its' field placement program;
2. Provide guidelines to students which include learning objectives/expectations of the counselor trainee and copies of the evaluation that will be completed by both the site supervisor and the university supervisor;
3. Take final responsibility for decisions regarding the appointment of site-nominated staff members as "site supervisors" for the Program;
4. Carry final responsibility for the administration of the field placement program (practicum and internship), including decisions which affect the progress of the student, such as grades, credits, and field placement hours in the agency/school;
5. Involve the agency and students in decisions regarding placement, and accept the agency/school's judgment as to the final acceptance of the individual student;
6. Provide consultation as needed to the agency, site supervisor(s) and other appropriate staff of the agency/school regarding the general development of its field placement program;

7. Provide a designated member of the faculty to serve as a "university supervisor". This university supervisor will:
    a. Serve as the 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 the 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).
10. Endorse Telemental health sites that provide the following:
    a. Telemental health is provided at the agency's site location - 100% of any Telemental health counseling services occur at the agency site. *No telehealth counseling can be conducted at the student's home or off-site.*
    b. The designated Site Supervisor must be present at the site to supervise the student and provide support in the case of an emergency. If the Site Supervisor is absent from the site, the Site Supervisor must provide the name of a backup clinician (including their degrees and credentials) and must notify the University Supervisor and Field Service Coordinator.
    c. We prefer that the site provide the necessary technology to conduct telehealth counseling such as a computer, secure network access, access to agency telephone, office supplies, and sufficient office space for students to conduct client sessions. In cases where the site does not have such a provision, students may only use their personal laptops (at their own risk) for notetaking or documentation purposes while protecting client confidentiality. Students will need to utilize the electronic management software that is HIPPA compliant, encrypted, and password protected without the password and username being saved to their personal computer.
    d. Site Supervisors shall screen all potential telehealth clients to ensure whether these services are appropriate for the client.
    e. Site Supervisors shall ensure that the Telemental health services delivered comply with current federal and state laws and regulatory standards.
    f. Site supervisors shall provide written information to all Telemental health clients regarding confidentiality. This information should include the security measures of all communications and any risks/limitations related to the provision of telehealth services.

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
    b. Have at least two years of experience in the field;
8. Assure that each site supervisor has adequate time within his or her work schedule to:
    a. Meet the educational needs of the student, including: orientation to the agency/school and its services; development of learning opportunities that include depth and variety; and
        i. For students in practicum, this will mean checking in with the student on a weekly basis.
        ii. In internship, this will mean meeting with the student for one hour every week
    b. Meet with the university supervisor at periodic intervals to discuss learning opportunities and student performance;
    c. Attend Program-sponsored meetings, institutes, seminars, and/or workshops; and
    d. Prepare reports and evaluations as required by the Program;
9. Provide opportunities for planned student contact with agency/school staff members, in addition to the site supervisor, through whom appropriate learning opportunities can be provided;
10. Permit use of its facilities, as indicated, by the student during the period of their placement, including:
    a. Sufficient space for the student, including a desk for the student in an area sufficiently private for carrying on his/her independent work and activities;
    b. Convenient access to a telephone;
    c. Office supplies, as needed, in the performance of responsibilities;
    d. Clerical service for those records and reports which the student is expected to produce for the agency/school; and
    e. Access to client and agency records appropriate to the student's learning experience.
11. Allow for a minimum of 6 audio recordings with proper written consent of the parent/guardian, or client (if the client is of the age of 18).
12. Provide adequate on-site security to ensure safety for students (i.e. security kiosk, key fob entry, or a clerical assistant).
13. Provide a designated Site Supervisor who is present at the site to supervise the student and provide support in the case of an emergency. In the event that the Site Supervisor is absent from the site, the Site Supervisor must give a substitute of a backup clinician (including their degrees and credentials) and must notify the University Supervisor and Field Service Coordinator.

14. Where Telemental Health Services are provided as a part of student's clinical experience, provide the following:
    a. Telemental health provided at the agency's site location - 100% of any Telemental health counseling services must occur at the agency site. *No telehealth counseling can be conducted by students at the student's home or off-site.*
    b. The designated Site Supervisor must be present at the site to supervise the student and provide support in the case of an emergency. If the Site Supervisor is absent from the site, the Site Supervisor must provide the name of a backup clinician (including their degrees and credentials) and must notify the University Supervisor and Field Service Coordinator.
    c. Site provide the necessary technology to conduct telehealth counseling such as a computer, secure network access, access to agency telephone, office supplies, and sufficient office space for students to conduct client sessions. In cases where the site does not have such a provision, students may only use their personal laptops (at their own risk) for notetaking or documentation purposes while protecting client confidentiality. Students will need to utilize the electronic management software that is HIPPA compliant, encrypted, and password protected without the password and username being saved to their personal computer.
    d. Site Supervisors shall screen all potential telehealth clients to ensure whether these services are appropriate for the client.
    e. Site Supervisors shall ensure that the Telemental health services delivered comply with current federal and state laws and regulatory standards.
    f. Site supervisors shall provide written information to all Telemental health clients regarding confidentiality. This information should include the security measures of all communications and any risks/limitations related to the provision of telehealth services.

15. Ensure the appropriate assignment of client cases with consideration of the developmental needs of the student. Clinical supervisors should not assign high-stakes cases (i.e. cases of divorce, custody battles, Child Protective Services) to Practicum or Internship students.
16. Utilize electronic management software that is HIPPA-compliant, encrypted, and password-protected. We prefer that students use computer-based technology available at the site. In cases where the site does not have such a provision, students may only use their personal laptops for notetaking or documentation purposes at their own risk while protecting client confidentiality. Students using their personal laptops should not save passwords to their computers but rather log in each time of use.
17. Provide students with access to agency telephone, office supplies, and sufficient office space to conduct client sessions.
18. Provide site supervision on an ongoing, weekly basis. Site supervision does not routinely consist of text messages and telephone calls.

Student's Name (Type/Print)	Student Signature	Date
Site Supervisor's Name & Credentials (Type)	Site Supervisor's Signature	Date
Clinical Director's/Lead School Counselor/ Career Director(Type)	Clinical Director or Lead School Counselor or Lead Career Services Director & Credentials (Type)	Date

Signature Date
Taheera Blount, Ph.D., NCC, LCMHC Counselor Education Field Service Coordinator

Signature Date
Dr. Ontario Wooden, Ph.D., Provost & Vice Chancellor for Academic Affairs

Please return this signed original or emailed document to Dr. Taheera Blount School of Education, 700 Cecil St., Durham, NC 27707. tblount5@nccu.edu FAX: 919-530-7522
Copies will be made and returned to each party.

CLINICAL SITE SUPERVISOR INFORMATION **(Please Type)**

Name	Title/Profession
Name of Agency/School	Telephone Number
Mailing Address	email address
Degree (Master's or Doctorate) and Discipline (Counseling, Social Work, Psych)	Number of years of experience (post clinical degree)