**University of Nebraska – Lincoln**

**Department of Educational Psychology, Counseling Psychology Program**

**Field Placement Contract**

**Semester Requirements:** During one semester, students must commit a total of 300 clock hours to on-site or classroom internship activities. Approximately 100 hours should be in direct service to clients. Direct service hours should range from 5 to 10 hours per week. Students should work at their Field Placement site approximately between 15 and 20 hours per week. Supervision is not a direct service activity. If you are enrolled in an advanced field placement, hours may fluctuate based on your agreement with your site. Please make sure your contract with your site aligns with your agreed upon hours.

**Direct Services:** Direct service includes individual, group, couple, and family therapy. Also included are intake interviews, outreach, consultation, and supervision. Total hours per week: 5 to 10. Responsive services, guidance curriculum, and individual planning are activities that meet the direct service requirement for school counselors.

**Individual Supervision:** Each student must be supervised by a licensed psychologist (Ph.D. track), licensed mental health practitioner (community-based track) or a certified school counselor (school counseling track) for at least one hour per week of face to face supervision. This typically occurs in a one hour time slot per week in a structured setting (e.g., office).

**Indirect Service:** Evaluative activities, scheduled learning activities (e.g., seminars, in-service training), research pertaining to field placement training, case preparation, writing case notes, and administrative functions are all examples of indirect service. Indirect service does not include administrative or clerical tasks unrelated to the students’ clinical or professional work.

**Direct Observation:** Due to the Standards of Accreditation released from the Commission on Accreditation of APA, students must make sure their site supervisor directly observes their work with clients at least once each term. The Counseling Psychology program has adopted this standard/requirement for all students serving in practicum whether in the on-campus clinic or at a field site. The direct observation could be in-person observation, video or audio-recording of your session with a client. The site supervisor also could conduct co-therapy with the student with individual clients, couples, families or groups to satisfy this requirement.

**On Campus Meetings:** These coordinating meetings will be held weekly during the semester. Students are required to attend all meetings as part of the Field Placement class (EDPS 997B) and participate fully in all meetings.

**Attendance:** Students are expected to attend all on-campus meetings and be present at their sites for all mutually agreed upon times. If a student is sick or an emergency arises, it is expected the student provide notice to their supervisor. Not providing notice or not being on site during mutually agreed upon times is considered unprofessional behavior. Considering that students are also engaging in their graduate training, if there are dates/times that students cannot be on site due to graduate training opportunities, it is expected that discussions occur well in advance between the student and their supervisors. If possible, it would be preferred that students are not asked to be on site during official university holidays (e.g., labor day, memorial day). Official university holidays do not include spring/fall break. A list of official university holidays can be found at: <https://registrar.unl.edu/academic-calendar/>. If this is not possible, discussions related to expectations need to occur well in advance, preferably during interviews. Additionally, if UNL shuts down for inclement weather, students should not be expected to attend their field placements.

**Paperwork and Evaluations:** Students are required to document hours in service at all field placement sites. Students’ site supervisors must sign all time logs. A mid-semester and end of the semester evaluation must be completed by the site supervisor and signed by both the site supervisor and the student. Copies of evaluations and time logs must be submitted to the Field Placement coordinator. Students should also keep copies for their personal files.

**Concerns:** If concerns related to student performance, processes/procedures, supervision and/or clinical work arise, the following procedures should take place. First, per the APA ethics code, it is expected that supervisors and students speak directly with one another regarding the concerns. Second, if needed, a joint meeting will take place with university faculty, site supervisors, and students to address concerns. During this meeting, a plan of action will be created collaboratively to address the concerns at hand. Third, if corrections are not made or concerns continue, a discussion related to next possible steps will occur. It is expected that if concerns arise, direct communication between students, supervisors, and faculty will be the first step to address these concerns. If students or sites do not meet training expectations and requirements, both the academic program and the site have the right to terminate the placement after the above described procedure has taken place. However, it is expected that this occurs only after direct communication occurs between student, supervisors and faculty.

**Diversity:** The understanding and appreciation of human diversity (age, gender, gender identity, race, ethnicity, culture, national origin, religion, spirituality, sexual orientation, disability, language, and socioeconomic status) is crucial for becoming a competent psychologist. Students, faculty, and supervisors are expected to work together to create a climate of safety and trust for all concerned and discuss issues of diversity as they apply to client welfare.

**Liability Insurance:** Students are required to obtain student liability insurance through the American Psychological Association or the American Counseling Association.

**UNL Discrimination and Harassment Policy (Institutional Equity and Compliance):**

<https://registrar.unl.edu/academic-standards/discrimination-harassment/>

It is the policy of the University of Nebraska to administer all of its educational programs and related supporting services in a manner which does not discriminate based upon age, race, ethnicity, color, national origin, gender, gender identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion or political affiliation.

Any unwanted conduct of a sexual nature, whether verbal, physical, written, or pictorial, which has the purpose or effect of creating a hostile environment for the person subjected to the conduct, or any solicitation of sexual conduct of any nature when submission to or rejection of such contact is used as the basis for either implicitly or explicitly imposing favorable or adverse terms and conditions of academic standing constitutes sexual harassment and will not be condoned or tolerated. Moreover, sexual misconduct including stalking, dating or domestic violence and sexual assault is prohibited and strongly condemned.

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is mutually agreed that:

1. The above named agency will provide the following services and supervision:
2. An orientation to the agency or school and the specific duties that the counselor in training will perform.
3. Training on specific duties necessary for adequate and ethical clinical performance (e.g., training on the casenote system or training on assessments used at the site prior to administration or scoring).
4. Supervision will be provided by a licensed or certified clinician (See requirements for each track listed above).

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licensure and/or certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Weekly review of student performance and weekly review of the student time logs.
2. One hour of face to face supervision by the site supervisor.
3. One hour of live or video-taped direct observation of the student’s clinical work.
4. Conduct mid-semester and end-of-semester evaluations of the counselor-in-training.
5. Follow professional conduct as outlined by the APA ethics code and the University of Nebraska-Lincoln’s discrimination and harassment policy.
6. The student will:
7. Be at the site on the following days and times that have been agreed upon by both the student and the coordinating agency. This should also include how many months the placement will last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Be assigned the following duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Service hours per week (average) agreed upon:
2. Attend field placement class meetings on campus at the Department of Educational Psychology of the University of Nebraska – Lincoln.
3. Keep log of time spent in field placement activities signed by the site supervisor.
4. Participate in mid-semester and end-of-semester evaluations with the site supervisor.
5. The University of Nebraska Field Placement coordinator is:

Neeta Kantamneni, Ph.D. [this may change for the fall 2020 semester]

The following signatures verify that all parties agree to the above requirements:

Counselor in Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

University Field Placement Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_