

**Practicum Agreement  
School Counseling  
Department of Counseling and Higher Education  
Eastern Illinois University**



The following are the agreement conditions for the Board of Trustees of Eastern Illinois University (EIU) and the EIU Department of Counseling

And Higher Education (CHE) program for the benefit of \_\_\_\_\_ (Supervisee)

for Practicum experience at \_\_\_\_\_ (Site)

\_\_\_\_\_  
(Site Street Address, City, State, Zip)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Site Supervisor's Email Address)

**This contract is valid only during the period beginning \_\_\_\_\_ and ending \_\_\_\_\_**

### **Introduction**

Practicum is intended to combine course work with a 100 hour field experience conducted in a setting as similar as possible to that in which Practicum supervisees subsequently intend to seek employment. The nature of this experience should be very much like that of a regular counseling position, but with intensive supervision both on-site and on-campus. Because the Practicum experience occurs after supervisees have mastered basic-level communication skills and have taken a pre-Practicum course, the emphasis at this stage of their development must be upon training rather than service provision. Practicum sites and supervisors play a pivotal role in helping supervisees begin the transition into their professional identities. For this reason, developing a Practicum plan with sufficient emphasis upon professional development is extremely important.

### **Site Supervisor**

#### **Training and Experience**

##### **Site Supervisor will:**

- » a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses and two years of post-degree experience.
- » read and understand the Ethical Guidelines for Counseling Supervisors adopted by the American Counseling Association (ACA), Association for Counselor Education and Supervision (ACES) and the American School Counselor Association (ASCA). Signing of the agreement signifies the guidelines have been read and understood.

#### **Responsibilities**

##### **Site Supervisor will:**

- » act as a **liaison** to the Department of Counseling and Student Higher Education. All contact regarding the Supervisee will be addressed to the EIU Faculty Supervisor unless otherwise noted;
- » arrange for a Supervisee **orientation** program and training for the purpose of familiarizing the Supervisee with the site's philosophy, policies and procedures. This includes case record management, confidentiality policy, adequate disclosure and crisis management procedures;
- » provide the Supervisee access to opportunities for **educational experiences** including:
  - » group and individual counseling
  - » consultation with teachers, staff, agencies, parents/legal guardians
  - » assistance with appropriate interpretation of testing materials
  - » access to case management meetings
  - » assistance with guidance program development and implementation;
- » provide feedback to Supervisees regarding legal and ethical guidelines governing each student;
- » provide timely feedback to EIU Faculty Supervisor regarding concerns with Supervisee's performance.

#### **Rights**

##### **Site Supervisor has the right to:**

- » be made aware of the practicum requirements;

- » expect the Supervisee's regular and punctual attendance for counseling services, supervision and other site-related activities;
- » evaluate the Supervisee's performance, based on the stated criteria in the Practicum syllabus and the School Counseling Practicum/Supervised School Experience (Internship) Manual;
- » expect Supervisees to follow directives when they are given;
- » determine the assignment or reassignment of cases, based on the interface of the Supervisee's skill level, professional development and the presenting issue;
- » consult with the EIU Faculty Supervisor on issues relevant to the Supervisee.

### **Requirements**

#### **Site Supervisor is required to:**

- » regularly for one hour per week of individual, face-to-face supervision with the Supervisee;
- » review work samples via audio, video or live observation and case notes as a regular part of ongoing supervisory process;
- » be available for consultation during hours the Practicum Supervisee is providing services to students (may be by phone or in person);
- » provide Supervisees with experiences that will help them prepare for employment in a comparable professional setting;
- » assign and supervise tasks within the Supervisee's capabilities. These tasks should be designed to allow the Supervisee to further develop counseling knowledge, attitudes, values and skills. This will include a total of **100 hours; a minimum of 40 hours of direct work with students, teachers/staff, parents/legal guardians and outside agencies. Ten of the direct hours must include group counseling;**
- » provide space, equipment and supplies as needed by the Supervisee to carry out assignments. This should include clerical service for records if this service is provided for other staff;
- » provide opportunities for the Supervisee to audio and/or video tape students and/or group counseling sessions for the purpose of supervision during Practicum. Written permission of persons immediately involved (Parents/Legal Guardians) must be obtained.

### **Paperwork**

#### **Site supervisors should expect to:**

- » complete a both a Manual Agreement and a Practicum Demographic Information form – ***ONLINE- links emailed with copy of executed Agreement;***
- » complete a midterm and final evaluation of the Supervisee's performance and return to the EIU Faculty Supervisor;
- » contact CHE Office Manager to request a credit toward tuition waiver (email: che@eiu.edu); **MUST BE DONE AT END OF EACH SEMESTER**  
**Address: Department of Counseling and Higher Education, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920.**

## **EIU Faculty Supervisor**

### **Rights**

#### **The EIU Faculty Supervisor has the right to:**

- » determine the expectations and requirements of the Practicum class;
- » have final determination about the readiness of a Supervisee to begin Practicum;
- » expect the Supervisee's regular and punctual attendance in class;
- » evaluate the Supervisee's performance based on the stated criteria in the syllabus and the School Counseling Practicum/Supervised School Experience (Internship) Manual;
- » expect the Supervisee to follow directives when they are given by the EIU Faculty Supervisor and/or the Site Supervisor;
- » discuss all of the Supervisee's student cases with the Supervisee, the Site Supervisor and recommend assignment or reassignment of cases as indicated;
- » review and discuss the Supervisee's caseloads;
- » identify areas for remediation if the Supervisee's skills, abilities and/or performance are not satisfactory.

## **Responsibilities**

### **The EIU Faculty Supervisor has the responsibility to:**

- » follow the ACA, ASCA, and ACES code of ethics and Illinois law regulating counselor practice;
- » clearly state expectations, requirements and grading criteria;
- » meet regularly for one hour of individual face-to-face supervision with the Supervisee;
- » meet two and one half hours per week of group supervision;
- » inform the Supervisee of the ethical responsibilities and standards of the profession;
- » inform the Supervisee of legal issues related to the profession;
- » coordinate with the Site Supervisor to ensure that the Supervisee is maintaining case records on each student, according to Practicum and/or site requirements;
- » schedule discussions, lectures or other training experiences during class time, or when necessary, additional times to meet the developmental and professional training needs of the Supervisee. Ultimately, the Site Supervisor is responsible for issues pertaining to specific students;
- » provide feedback to the Supervisee regarding his/her skill development and professional growth at regular intervals during the semester;
- » inform the Supervisee when progress is not satisfactory and develop a remediation plan for the Supervisee, if appropriate.
- » conduct at least **three** formal consultations with Site Supervisor at beginning, midterm and final each semester. These visits can be in person, by video conferencing (e.g. zoom), or email to inquire about the students' progress.

---

## **Supervisee**

## **Rights**

### **The Supervisee has the right to:**

- » be informed about the criteria for evaluation in the course and to receive progress evaluations from the EIU Faculty Supervisor;
- » expect supervision and feedback in the management of cases by the Site Supervisor and the EIU Faculty Supervisor according to Practicum syllabus requirements;
- » be informed about the procedure for handling emergencies according to both site and EIU policies;
- » ask questions regarding the counseling process, standards of care and the most appropriate handling of cases;
- » to have the policies and procedures of the site explained fully.

## **Responsibilities**

### **The Supervisee has the responsibility to:**

- » submit to a criminal background investigation prior to Practicum.
- » locate and secure an approved site for completion of Practicum;
- » locate and secure an approved Site Supervisor;
- » have punctual and regular attendance at the site, for the Practicum course, and for all meetings with Site Supervisor and EIU Faculty Supervisor;
- » provide students at site with a quality experience;
- » dress and behave in an appropriate and professional manner while on site as determined by the Site Supervisor;
- » make clear disclosure with students at site including their status as a Counseling Practicum Supervisee;
- » come prepared for class, supervision sessions and counseling sessions;
- » request additional supervision as needed;

