**Department of Psychology**

University of Central Oklahoma

**Practicum in Counseling/MFT Contract**

This is a contract between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, graduate student, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, mental health practicum site for the graduate student’s practicum experience in partial fulfillment of requirements for a Master's Degree in Psychology or Marriage and Family Therapy at the University of Central Oklahoma, Edmond, Oklahoma.

**TERMS OF CONTRACT**

This contract will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Responsibilities of the student:**

The above named student will comply with the following requirements of the practicum program in Counseling Psychology or Marriage and Family Therapy, University of Central Oklahoma and requirements of the practicum site:

* The student is responsible for adherence to the ethical codes of the American Psychological Association, the American Counseling Association, or the American Association of Marriage and Family Therapists.
* The student is to be involved in providing an array of counseling services at the practicum site. All work will be done under supervision from an approved (by the practicum coordinator) supervisor, who will be a licensed mental health professional with commiserate training and experience. It is highly preferred that the counseling psychology practicum student be supervised by a licensed psychologist or LPC and that the marriage and family therapy student be supervised by a LMFT. *Exceptions to this must be approved by the practicum director.*
* The student will attend all required functions of the practicum site, for example clinical staff meetings, trainings, and supervision.
* The student will complete a minimum of 18 hours weekly (300 total hours per semester) per every three hours of course credit they are enrolled in.
* The student will keep appropriate case notes and records of every session which will be reviewed by the site supervisor.

**Responsibilities of the Practicum Site and Practicum Site Supervisor:**

The above named practicum site and the appointed practicum student's supervisor will comply with the following:

* The site and supervisor are to provide opportunity for the practicum student to be involved in various professional activities through both observation and direct service delivery.
* The supervisor will provide a minimum of one hour of individual supervision of the student weekly and additional supervision as needed. On site supervision from a licensed mental health professional will always be available whenever a practicum student is providing services, although this person does *not* have to be the regular supervisor.
* The supervisor assumes responsibility for case assignment to the practicum student to ensure that assignments are consistent with the skill level of the practicum student. Work with mental health emergencies will be limited, and site supervision/direction will be readily available should the student encounter an emergency.
* The supervisor will periodically review student case notes and records.
* The supervisor will provide written evaluation of the student at mid‑term and at the end of the semester and will review these evaluations with the student. These evaluations will also be forwarded to the Practicum Coordinator at the University of Central Oklahoma.
* The supervisor will be available to discuss student performance with the Practicum Coordinator for the University of Central Oklahoma’s counseling psychology track. Any concerns or problems regarding student performance or progress will be shared with the student and with Dr. Lack: telephone 405‑974‑5456, fax 405-974-3921, e-mail clack@uco.edu.

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Student Date Supervisor Date

cc: Caleb W. Lack, Ph.D.

Practicum Coordinator

Department of Psychology

University of Central Oklahoma

100 North University Drive

Edmond, Oklahoma 73034