



## PRACTICUM AGREEMENT (SCHOOL COUNSELING)

This agreement is made on \_\_\_\_\_ by and between \_\_\_\_\_  
(date) (school)  
and the Professional Counseling Program at the University of Northern Colorado. The agreement will be  
effective for a period from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_  
(semester start date) (semester end date) (# hours per week)  
per week for \_\_\_\_\_  
(Student Name)

Purpose: The purpose of this agreement is to provide a qualified graduate student with a practicum experience in the field of school counseling and guidance.

### **The APCE counseling faculty and the University Practicum Supervisor agree:**

1. To assign a University Practicum Supervisor to facilitate communication between the University and the practicum site;
2. To notify the practicum student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the practicum site;
3. The University Practicum Supervisor will provide weekly group supervision (1.5 hours/week) to the practicum student;
4. The University Practicum Supervisor, or an Advanced Doctoral Student under supervision by the University Practicum Supervisor, will provide weekly individual supervision (1 hour/week);
5. That the University Practicum Supervisor shall be available for consultation with both the on-site supervisor and with the student, and shall be immediately contacted should any problem or change in relation to student, site, or University occur;
6. That the University Practicum Supervisor assigned as the practicum supervisor, in consultation with the on-site supervisor, is responsible for the assignment of a final grade.

### **The Internship Site Supervisor:**

1. Is a licensed/certified school counselor with appropriate credentials, and with a minimum of two years experience.
2. Can devote the time necessary for training and supervision.
3. Will provide opportunities for the student to engage in a variety of counseling and guidance activities under supervision.



**TO BE COMPLETED WITH PRACTICUM SITE:**

Within the specified time frame, \_\_\_\_\_ will be the primary internship site supervisor.  
(Site Supervisor)

The Practicum Training Activities (checked) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student level of competence in each activity.

**The practicum student will have opportunities to gain experience in the following areas:**

**Curriculum**

- \_\_\_\_\_ Observe school counselors as they conduct classroom activities
- \_\_\_\_\_ Conduct classroom activities with school counselors
- \_\_\_\_\_ Design and conduct classroom lessons that address competencies and indicators of *ASCA Model*
- \_\_\_\_\_ Provide curriculum activities for students in special education and 504 programs
- \_\_\_\_\_ Assess the efficacy of classroom lessons and units
- \_\_\_\_\_ Conduct needs assessments to prioritize ASCA Model objectives

**Responsive Services**

- \_\_\_\_\_ Observe counselors during individual counseling sessions
- \_\_\_\_\_ Observe counselors conducting group counseling activities
- \_\_\_\_\_ Observe counselors consulting with parents and teachers
- \_\_\_\_\_ Provide individual counseling for students of various ages and with various personal/social concerns
- \_\_\_\_\_ Co-facilitate counseling groups with a licensed school counselor
- \_\_\_\_\_ Conduct counseling groups addressing personal, social, and academic concerns
- \_\_\_\_\_ Consult with parents
- \_\_\_\_\_ Consult with teachers
- \_\_\_\_\_ Observe students in classrooms
- \_\_\_\_\_ Participate in student focused staff meetings
- \_\_\_\_\_ Assist in making referrals
- \_\_\_\_\_ Document responsive service activities
- \_\_\_\_\_ Collaborate with other mental health professionals within the school
- \_\_\_\_\_ Participate in the school's crisis response team
- \_\_\_\_\_ Participate in response to crises that occur during internship

**Individual Student Planning**

- \_\_\_\_\_ Provide career counseling
- \_\_\_\_\_ Conduct group activities addressing career and educational planning
- \_\_\_\_\_ Facilitate post secondary planning for students
- \_\_\_\_\_ Participate in appropriate assessment activities
- \_\_\_\_\_ Interpret results of standardized tests and inventories
- \_\_\_\_\_ Assist with technology based career materials and activities
- \_\_\_\_\_ Facilitate post secondary planning for students

**System Support**

- \_\_\_\_\_ Participate in school counseling program planning
- \_\_\_\_\_ Participate in program evaluation
- \_\_\_\_\_ Participate in faculty meetings
- \_\_\_\_\_ Participate in school improvement teams and activities
- \_\_\_\_\_ Collect and interpret data regarding student groups who are at risk of academic failure
- \_\_\_\_\_ Plan and/or present and/or assist with preparation of a parent education program
- \_\_\_\_\_ Contribute to the school counseling program by (e.g., developing a brochure for school counseling program, designing orientation programs or implementing career planning programs)

**Professional Development Activities**

- \_\_\_\_\_ Observe special education classrooms
- \_\_\_\_\_ Attend meetings addressing Section 504
- \_\_\_\_\_ Attend a school board meeting
- \_\_\_\_\_ Discuss ethical issues at the school and in the department
- \_\_\_\_\_ Participate in advocating for the profession or on behalf of the students
- \_\_\_\_\_ Attend school and district workshops and seminars

**Other Activities Unique to this Site and to this Practicum**

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**Authorized by:**

School Principal (name/title)	Signature	Date
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On-site Supervisor (name/degree/license)	Signature	Date
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Site Supervisor Email address	Site Supervisor and/or Practicum Site Telephone
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School address	City	State	Zip
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**To be completed by University Field Placement Coordinator**

\_\_\_\_\_  
Site Supervisor License Verification

University Site Placement Coordinator Signature	Date
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Program Coordinator Signature	Date
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Dean of the College of Education and Behavioral Sciences	Date
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