

## **School of Psychology and Counseling PhD FieldWork Contract – Practicum (CES 773)**

The purpose of this agreement is to provide a qualified student enrolled in the Doctoral Program in Counselor Education and Supervision (DPCES) with appropriate field based supervised clinical experiences in counseling.

### **PRACTICUM**

Practicum exists as a specialized clinical experience (CES 773) based on the student's specific need towards professional growth. DPCES students are expected to discuss their specific needs with their faculty advisor and pursue the appropriate practicum experience that will develop their skills in specific aspects of counseling.

Students must complete a minimum of 100 clock hours during the course of the Practicum semester. The following describes the Regent University Practicum program in detail:

1. Direct service: a minimum of 40 hours direct service counseling (i.e., individual/group/family therapy, PreK through 12<sup>th</sup> grade, counseling observation, psycho/educational activities, classroom guidance, consultation, etc.)
2. Indirect service: the remainder of the 100 hours will be indirect hours, which may include writing clinical case notes, attending staff meetings, clerical duties, participating in faculty/site supervision, etc.
3. Supervision: (this is part of the indirect service hours) weekly interaction with an average of one hour per week of individual and/or triadic (no more than two students at a time) supervision.
4. Student submission of one audio/video recorded session OR one live observation evaluation of direct counseling experiences.
5. Student submission of midterm and final evaluations and appropriate time logs.

#### **The University Program Agrees:**

1. To assign a University Faculty Practicum Supervisor to facilitate communication between the University (School of Psychology and Counseling) and the student's local supervisor;
2. To provide assistance and consultation to the local supervisor;
3. The Faculty Practicum/Internship Supervisor should be immediately contacted should any problem or change in relation to the student, local supervisor, or University occur; and
4. To ensure that the Faculty Practicum Supervisor is responsible for assigning a grade upon the student's completion of the practicum/internship.
5. The Faculty Practicum Supervisor will provide small group supervision for two and a half (2 ½) hours per week.

**The Site Supervisor Agrees:**

1. To be a supervisor with a minimum of an earned doctorate degree if possible (mandatory if the student's practicum orientation is teaching), or a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or license(s) (i.e., LPC/LMHC, LMFT, LCSW, LCP, etc.); a minimum of three (3) years of pertinent professional experience in the area in which the student is completing practicum orientation and successful completion of graduate level coursework in counselor (or related) supervision.
2. To be a supervisor who is employed or contracted with the site in question and who has the time and interest in supervising the counseling student;
3. To provide opportunities for the student to engage in the activities that meet the objectives in the designated practicum sections above;
4. To provide settings for the student to conduct individual and group counseling sessions with assured privacy and sufficient space for appropriate equipment;
5. To provide necessary and appropriate technology that assists with learning;
6. To provide for non-independently licensed students: create an alternative plan if the patient/client requires local access or immediate mental health services that are not conducive to tele-mental health services which includes safety planning in the event of an emergency; to create a contingency plan for times in which the online communications or devices do not work properly, and the tele-mental health session cannot continue.
7. To provide one-to-one and/or triadic supervision, which involves some examination of student work using audio/video recordings, observation, and/or live supervision (Note: Supervision must include weekly interaction with an average of one hour per week.); and
8. To complete the Regent University School of Psychology and Counseling's evaluation forms, which are located in our online platform, Experiential Learning Cloud (formerly Tevera).

**The Practicum Student Agrees:**

1. To submit a resume and any necessary documentation to the site supervisor;
2. To adhere to the administrative policies, rules, standards, schedules, and practices of the site;
3. To uphold professional standards of conduct and dispositions;
4. For students who are independently licensed mental health professionals, to provide emergency plans and services if the patient/client requires local access or immediate mental health services that are not conducive to tele-mental health services which includes safety planning in the event of an emergency and to create a contingency plan for times in which the online communications or devices do not work properly, and the tele-mental health session cannot continue.
5. To be punctual and present at the scheduled times of the student's practicum; and
6. To complete the necessary evaluations of the field placement site and the site supervisor.

---

This agreement is made on \_\_\_\_\_ by and between \_\_\_\_\_  
(Date) (Field Placement Site Name)

and \_\_\_\_\_. This agreement will be effective  
(Practicum Student Name)

**January 12, 2026 TO May 2, 2026 for 8 - 10 hours per week for 3 credit hours.**

---

## PRACTICUM SITE INFORMATION

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

*NOTE: this cannot be a generic e-mail account, the supervisor's e-mail address is **REQUIRED** for ELC access.*

Practicum Site Supervisor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor Licensure Information:

Type of License: \_\_\_\_\_ Other (please specify): \_\_\_\_\_

State Licensed in: \_\_\_\_\_

License Number: \_\_\_\_\_

Date First Licensed: \_\_\_\_\_

License Expires: \_\_\_\_\_

---

---

## SIGNATURES

\_\_\_\_\_  
(Site Supervisor Signature) Date: \_\_\_\_\_

\_\_\_\_\_  
(Practicum Student Signature) Date: \_\_\_\_\_

### Contract acknowledged and accepted by Regent University

\_\_\_\_\_  
(Field Placement Liaison Signature) Date: \_\_\_\_\_