Appendix F

Lindsey Wilson University
School of Professional Counseling

FOR REFERENCE ONLY. ACTUAL DOCUMENT MUST BE COMPLETED IN SUPERVISION ASSIST

Memorandum of Agreement between SPC and the Affiliating Agency (Agency MOA)

This agreement is between hereinafter called the Graduate Student, and Lindsey Wilson University School of Professional Counseling, hereinafter called the School of Professional Counseling (SPC), and _____hereinafter referred to as the Affiliating Agency.

The Graduate Student, the School of Professional Counseling, and the Affiliating Agency do hereby make and agree to the following terms:

I. TERM

The term of this agreement shall be for the period beginning on_____and ending on_____. This agreement can be terminated, however, at any time by any party with written notification.

II. DUTIES AND RESPONSIBILITIES

In preparation for the clinical training experience, the Graduate Student and the Affiliating Agency should cooperate in determining the most appropriate experiences for the Graduate Student, including but not limited to assignment of duties and arrangement of supervision. The majority of duties for the Graduate Students hould be similar to those that they will perform upon professional licensure.

Select the expected Direct Client Service duties for the Graduate Student:

- ☐ Intake Interviews
- ☐ Individual Counseling
- ☐ Couples/Marriage Counseling
- ☐ Career Counseling
- ☐ Group Counseling
- ☐ Child/Adolescent Counseling
- ☐ Crisis Intervention
- ☐ Grief Counseling
- ☐ Family Counseling
- ☐ Assessment Instrument Administration
- ☐ Substance Abuse Counseling
- ☐ Wellness, Prevention, or Educational Services

☐ Play Therapy ☐ Other: _____

Select the expected Administrative or Supervision activities for the Graduate Student:

☐ Individual Supervision ☐ Triadic Supervision

☐ Reviewing Sessions ☐ Preparation for Clients

☐ Team/Staff Meetings ☐ Reviewing / Interpreting Assessments

☐ Writing Case Notes ☐ Diagnosis

☐ Treatment Planning ☐ Outreach

☐ Continuing Education Attendance ☐ Observing Others/Shadowing

☐ Educational Role Plays ☐ Other: _____

A. Graduate Student. The Graduate Student agrees to perform the duties and responsibilities specified in a reliable, professional, and conscientious manner observing all the ethical and legal codes of the profession. The Graduate Student agrees to maintain regular contact with the On- Site Supervisor and the SPC Group Supervisor. The Graduate Student is expected to comply with all the policies and procedures of the agency and agrees to secure and maintain professional liability insurance for the duration of the internship placement.

B. Affiliating Agency. The Affiliating Agency will serve as a field experience site where the Graduate Student can provide bona fide mental health counseling under supervision. The Affiliating Agency will provide suitable resources for the provision of counseling services. The agency On-Site Supervisor agrees to provide a **minimum of 1 hour per week** of individual supervision for the Graduate Student (i.e., 15 hours per semester). The agency On-Site Supervisor agrees to complete the evaluation of the Graduate Student based on some form of observation of the Graduate Student's competency, i.e., observing a session, watching a recorded session, or listening to a recording of a session that is provided by the Graduate Student.

The Affiliating Agency may also grant Graduate Students if given written permission by the client, permission to audio or video record a session to be reviewed by the School of Professional Counseling faculty. It is understood by all parties that written consent to record will be obtained from clients prior to recording and that session recordings may be reviewed in confidence with the On-Site Supervisor, SPC

supervisors, and possibly with other Graduate Students in the context of group supervision. Recordings will be erased or destroyed no later than the end of the semester. In some cases, brief transcripts may be made of segments of the sessions for training purposes. In no case will the client be identifiable from these transcripts.

Further, clients will be informed of the status of the "student in training" as a Graduate Student enrolled in a clinical training course, and a treatment consent form will be signed by all clients of the Graduate Student.

C. School of Professional Counseling. The School of Professional Counseling will be actively involved in overseeing the Graduate Student's experiences and will also participate in the supervision of the Graduate Student. The School of Professional Counseling will maintain contact with the Graduate Student and the site to ensure that duties and responsibilities are followed. As such, The School of Professional Counseling and its designated representative will be involved in any problems that may arise between the Graduate Student and the site. The School of Professional Counseling shall be notified immediately when a problem occurs.

III. TIME

Graduate Students enrolled in COUN 6003 Practicum are expected to spend a minimum of 150 total hours engaged in clinical training activities, with a minimum of 60 of those hours being Direct Client Service. Graduate Students enrolled in COUN 6013 Internship I and COUN 6043 are expected to spend a minimum of 300 each (700 hours total) engaged in clinical training activities, with a minimum of 120 (240 hours total) of those hours being Direct Client Service. The hours requirements will also be documented in the student's syllabus for each respective course.

IV. LIABILITY INSURANCE

All of the Graduate Students enrolled in any of the clinical training courses (i.e., Practicum or Internship) with the School of Professional Counseling are required to have malpractice insurance coverage of $1,000,000 per each incident and $3,000,000 in aggregate.

V. EVALUATION

At the end of the internship, the On-Site Supervisor will be asked to complete an evaluation form provided by the School of Professional Counseling. Before mailing this evaluation, the On- Site Supervisor should review the completed evaluation with the Graduate Student. The Graduate Student will likewise complete an internship site evaluation form.

VI. COPIES OF THIS AGREEMENT

One copy of this contract will be provided for the Graduate Student, and one copy will be provided for the Affiliating Agency. The School of Professional Counseling will also

maintain one copy in the Graduate Student's file. Additional copies may be requested as needed.

VII. SIGNATURES

_____ _____
Graduate Student Signature Date

_____
Representative for the Affiliating Agency Signature

_____
Title of Representative

_____
SPC Course Instructor/Group Supervisor or Clinical Director Signature