

PSYC 595A General Practicum Responsibilities Agreement

The signed original must be returned to the Faculty Supervisor before the student will be allowed to begin his or her clinical work. In addition, the student should keep a copy for his or her records and should also provide a copy for the Site Supervisor.

Student Responsibilities

The student is required to work with the agency for a total of 100 hours over the course of the semester. This is equivalent to an average of 6.6 hours per week over a 15-week semester. The student is also required to provide documentation of professional liability insurance by the start of the practicum. For students who may apply for licensure as a Licensed Professional Counselor, a total of 100 practicum hours is required, and must precede any internship hours.

The student is expected to provide high-quality services to the best of his/her ability, to conduct him/herself in a professional manner, and to keep all scheduled practicum hours or to notify the Site Supervisor in a timely manner if unable to do so. Scheduled times and responsibilities with assigned individuals or groups must be met without fail, and neglecting to do so is cause for the placement to be immediately terminated and for the student to receive a failing grade. The student is also expected to familiarize him/herself with the agency's orientation and goals and with the background and treatment plan for all clients with whom he/she will be working.

The student must adhere to the American Psychological Association's *Ethical Principles of Psychologists and Code of Conduct*, as well as to any regulations specific to the internship site. If any significant ethical questions arise, the student should immediately consult with both the Site and the Faculty Supervisors.

Agency Responsibilities

The practicum agency is responsible for providing the student with supervised clinical and/or counseling experience by a licensed psychologist, licensed professional counselor, or a licensed social worker. The Site Supervisor should provide supervision for all clinical and counseling services provided by the intern. The supervisor should review any records from the clinical experience and meet with the intern to discuss what transpired. As a rule of thumb, we recommend that 50% of the practicum time be spent providing direct services to clients.

At least one hour of face-to-face individual supervision must be provided by the practicum site each week. As warranted, additional consultation should also be provided in a timely manner. The Site Supervisor is also expected to complete mid-semester and final evaluation forms and to return them to the Faculty Supervisor by the indicated dates.

Joint Responsibilities

The student and the Site Supervisor should jointly determine a mutually agreeable schedule for completing the required practicum hours. Both parties also bear responsibility for assuring that the student is familiar with all relevant agency regulations, policies, and procedure and for communicating any problems or concerns to one another and to the Faculty Supervisor in a timely manner.

Contact Information

If you have any questions or concerns, please contact:

Applied Clinical Psychology Practicum Supervisor
School of Behavioral Sciences and Education
Penn State Harrisburg
777 West Harrisburg Pike
Middletown, PA 17057-4898
(717) 948-6059

I have read and agree to the above.

Signature of Student _____ Date _____

Signature of Practicum Supervisor _____ Date _____

PA License # _____ Type of License _____