

PRACTICUM AND INTERNSHIP STUDENT CONTRACT

Albany State University
Counseling and Educational Leadership
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The purpose of this document is for the Counselor Education Program faculty to communicate the requirements and expectations for counseling students to apply for and successfully matriculate through the practicum and internship professional practice experiences.

In the application process, I understand that:

1. I must have a strong academic record (3.0 or above in all my classes and a B or higher in Introduction to Counseling Practice course) in order to qualify for practicum and internship placement consideration;
2. I must demonstrate appropriate online classroom behaviors, competent counseling skills and professionalism to be considered for practicum placement;
3. I may not be placed at a counseling site that I ranked as a top priority;
4. It is my responsibility to contact site supervisors directly;
5. Clinical Coordinator make all final decisions about site placements and approving students to be placed.

At my site, I understand that:

1. I am to comply with all site policies and procedures;
2. I am required to abide by the *ACA Code of Ethics* as well as professional ethical codes and guidelines specific to my specialty area including but not limited to the *ASCA Ethical Standards for School Counselors (2016)*, and the *Code of Professional Ethics for Rehabilitation Counselors (CRCC, 2017)*, while I am working at my site;
3. I am expected to maintain excellent attendance at the site and use the appropriate call-off procedures in emergency and illness circumstances;
4. I am to arrive on time for my practicum/internship hours;
5. my schedule may not be conducive to the site's regular operations and that I must be flexible in scheduling my availability and work with the site to make changes or adjustments;
6. although there is a minimum number of hours that I am to work at my site each week (10 to 12 hours a week for practicum and 20 to 40 hours for internship depending on whether I am a full-time or part-

time intern), I may be required to schedule additional hours on site to accrue direct hours if I experience a lot of no shows, trouble scheduling clients, transition issues, etc.;

7. I am to provide counseling services at the site for the duration of the semesters in which I am enrolled in the practicum or internship course, even if I completed my required hours;
8. I may be terminated by my site supervisor for any reason including, but not limited to, not adhering to site policies, breaking ethics codes, poor attendance, poor professional behaviors, etc. In addition, termination from a site will require a thorough review by my academic committee to determine my progress in the program.

I hereby agree to the above conditions.

Albany State University Counselor Candidate Signature

Date

Clinical Coordinator Signature

Date