

**Department of Counselor Education  
Northeastern Illinois University  
Cooperative Agreement for Practicum and Internship Placement  
School, Community and Family Counseling**

The following are the agreement conditions for Northeastern Illinois University Department of Counselor Education for \_\_\_\_\_  
(name of student)

to complete internship experiences at \_\_\_\_\_  
(cooperating field site)

\_\_\_\_\_  
(street, city, state, zip) (telephone)

beginning on \_\_\_\_\_ and ending on \_\_\_\_\_  
(Date) (Date)

**I. NEIU Department of Counselor Education**

- a. The Department of Counselor Education shall designate a faculty member who will serve as the university supervisor for field experience.
- b. The Department of Counselor Education will carefully select students recommended for field experience who have completed their core coursework toward their Master's Degree in Counseling in methods and practice.
- c. Major responsibility for maintaining communications between the Department of Counselor Education and the field site rests with the practicum coordinator or university supervisor; however, the field site should initiate contacts when indicated.
- d. The university supervisor conducts an on-going seminar for all students in field experience. Responsibility for the students' final grade rests with the university supervisor.
- e. The assigned university supervisor will arrange periodic individual conferences with the students to focus on skill development and personal growth.
- f. Northeastern Illinois University will provide liability insurance for the student while he or she is registered for the clinical experience. Any clinical experience that goes past the time limit will need to be reported to the clinical coordinator.

**II. The Agency/School**

- a. The field site shall provide orientation for the student in regard to agency or school purpose, function, and administrative procedures.

- b. The field site shall be responsible for the assignment and administrative supervision of tasks within the students' capabilities which allow him/her to use and further develop counseling knowledge, attitudes, values, and skills. These tasks should include a minimum of 280 (300 for family) hours of direct work with clients or students. Of the 280 direct service hours, students in the Community Counseling program need at least 40 hours of direct service offering group counseling. Of the 300 direct service hours, students in the Couple and Family Counseling need to provide at least 150 hours of direct service to couples and/or families. This translates into approximately 6-8 hours of direct service to clients a week. The remaining indirect hours can be completed with other administrative duties (please refer to the Student Practicum and Internship Handbook for a more complete description of direct and indirect hour requirements).
- c. The field site will provide space, equipment, and supplies as needed by the student to carry out field site assignments. This should include clerical service for field site records if this service is provided for other staff.
- d. The assigned field site supervisor will hold at least a master's degree in counseling or a closely related field with at least two years of professional experience in the field.
- e. The field site supervisor will provide one hour of supervision per week for the students and be available for consultation as needed.
- f. The field site will provide one midterm and one final written evaluation of the student's progress during practicum and at the end of each internship semester..
- g. The field site supervisor may meet with the university supervisor and student within the first few weeks of the semester to review expectations. Additional meetings can be scheduled as needed.
- h. The field site is responsible for all of the student's work under their supervision.
- i. The field site shall allow the student to use audio and/or televised taping of individuals or group counseling for purposes of supervision with written permission of clients or their guardians.

### **III. The Student**

- a. The student shall assume responsibility for making and keeping his/her schedule with the field site. She/he is required to have a minimum of clinical hours (see below) during the semester. He/she will be responsible for notifying the on-site supervisor and university supervisor of any emergency, anticipated absence or necessary schedule change.
- b. The student shall assume responsibility in regard to: 1) the basic principles of counseling methods, especially the confidential nature of the work; 2) ethical behavior and relationships with the field site supervisor, fellow workers, clients, and community; and 3) appropriate dress and personal grooming.
- c. The student shall complete records and assignments as required by the field site and the university supervisor.
- d. The student shall assist in continuous planning for the experience through: 1) discussion with appropriate field site personnel; 2) discussion with the university supervisor; 3) written evaluation at the end of the semester, which can be made available to the field site upon request.

**IV. General**

- a. Periodic conferences may be held between the university supervisor, coordinator, and the appropriate field site personnel to evaluate the field experience, to implement improvements, or to provide mutual assistance.
- b. Any additions, deletions, or other changes of this agreement can only be implemented with the written consent of the field site and the Department of Counselor Education.

_____ (Student Signature)	_____ (Date)
_____ (Student-Print Name)	_____ (Date)
_____ (Site Supervisor Signature)	_____ (Date)
_____ (Site Supervisor-Print Name)	_____ (Date)
_____ (Site Supervisor-Title)	_____ (Site Supervisor-Email)
_____ (Executive Director or Principal's Signature)	_____ (Date)
_____ (Executive Director or Principal-Print Name)	_____ (Executive Dir/Principal-Email)
_____ (Northeastern Illinois University Clinical Coordinator's Signature)	_____ (Date)