

Practicum Affiliation Agreement Dominican University of California: Counseling Psychology Department

The following clarifies the general responsibilities of Practicum Sites, Trainees, Supervisors and the Dominican University Department of Counseling Psychology along with procedures for conflict resolution.

Information Required from Practicum Site:

1. Type of agency/location(s): There is detailed information as to the type of agency(ies) and the various program(s) offered: state or county, school-based, chemical dependency, out-patient or in-patient, psychiatric hospital or partial (day) hospitalization, forensic, etc. There is clarity regarding the location(s) of the agency(ies) where student trainees will provide services.
2. Philosophy/general objectives of agency: There is a description of the agency's mission statement and the population(s) served; additionally, a description of the agency's commitment to educating/training MFT students.
3. Affiliated professional organizations/Code of Ethics: There is clear indication as to whether the agency adheres to APA, CAMFT, NASW, ACA or other professional code(s) of ethics.
4. Insurance(s): There is precise information regarding the extent of the agency's general liability ("slip and fall") insurance and professional liability (malpractice) insurance for student trainees.
5. Client Population: The full range of clinical services offered/population(s) served by the agency as well as methods/formats for treatment (i.e., individual, group, couple and family counseling) is clearly stipulated.
6. Critical Client Issues/Handling Emergencies: There are written policies and procedures for handling clinical crises/emergencies that might involve trainees and their site supervisors.
7. Theoretical orientation(s) represented: There is a description of the full range of theoretical orientations and techniques offered by the agency's clinical staff and supervisors.
8. Referral base: There is an explanation as to how prospective clients are referred to the agency.
9. Collection of fees: The method(s) of fee collection (and whether trainees will be expected to collect fees) is explained.
10. Contractual length of trainee commitment: There is clarity as to whether the trainee will be committing to a nine month (September-May or January-August) practicum, a one year (September-August) practicum, or a two year practicum.
11. Expected weekly (in hours) trainee commitment: There is an understanding as to how many hours per week will be expected for trainees to be present at the agency (all parties knowing that approximately 1/3 of those hours should be logged as direct service/counseling hours).
12. Caseload/Start & End Time: There is clarity as to how the trainee will be provided a caseload of clients and the expected time it will take to achieve this caseload as well as how the trainee will be assisted in terminating with her/his clients when the practicum is coming to an end.
13. Assignments*: How particular referrals/clients will be assigned to trainees (e.g., on a rotating basis, with special attention given to the trainee's breadth of experience, or to the nature of diagnostic presentation, etc.) is made clear.



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14. Observation Techniques: How trainees will be observed and supervised (e.g., one-way mirrors, process notes, review of audio or video tapes, etc.) is made known.
15. Training (schedule and breadth): There is a written schedule of training sessions/topics in which the trainee will be expected to participate each semester.
16. Trainee remuneration: There is clarity regarding the awarding of any stipend (as to when, how much, etc.) which is not to be interpreted as reflecting employment status at any time during the practicum. Students may be paid as contract employees (1099) but not as salaried employees (W-2).
17. Method of Evaluation: There is a clear method for oral and written (clinical) evaluation per semester that will be conveyed by the trainee to her/his practicum seminar instructor at Dominican University. An open communication exchange between site supervisor and practicum seminar instructor is always welcomed.
18. Method of Conflict Resolution: There is a procedure in place to address any/all areas of concern regarding a student trainee as determined by the supervisor and/or the agency director.

**Please note: Dominican University trainees are not allowed to 1) transport clients in their private vehicles, and 2) enter clients' private residences without a licensed clinician accompanying them at all times.*

Information Required of Supervisor
The supervisor(s) will:

1. maintain Current CA license (LMFT, LPCC, LCSW, Clinical Psychologist, Board Certified Psychiatrist); understand that if her/his license is not renewed (and posted by BBS) by the expiration date, the trainee will not be able to provide direct counseling services under said supervisor;
2. be licensed a minimum of two years and complete a supervision (CEU) course each time her/his license is up for renewal;
3. sign a BBS Responsibility Statement for Supervisors prior to the start date of the practicum;
4. commit to provide all clinical supervision as required by BBS for direct counseling services (5:1 or 5:2);
5. sign Weekly Summary of Hours logs every week for each trainee;
6. complete a Verification of Experience Summary Form when the trainee contract ends;
7. maintain familiarity with all BBS (practicum-related) forms;
8. maintain familiarity with BBS Statutes and Regulations (as pertains to supervisors and trainees).

Information Required of Counseling Psychology Department:
The Counseling Psychology department will:

1. offer Practicum Seminar every semester (and during summer break) for trainees to coincide with their practicum experiences;
2. provide case consultation in Practicum Seminar;

3. maintain and provide (as needed) a Certificate of Insurance;
4. be available for collaboration with practicum site supervisor and/or agency director;
5. be available (the Counseling Psychology Practicum Director) for any/all administrative and/or procedural issues;
6. require all Practicum Seminar instructors to review supervisors' evaluations of trainee(s) to determine progress/grade and consult with site supervisors as needed.

Information Required of Trainee
The student trainee will:

1. have successfully completed 24 units of foundational courses (including Introduction to Counseling, Law & Ethics, Brief & CBT Therapies, Psychological Assessment and Psychopathology and Treatment Planning) prior to beginning traineeship;
2. investigate approved sites or mediate an application for site approval;
3. complete Practicum Application for Trainees;
4. determine days/hours of availability with site supervisor (and reflect these on her/his contract);
5. enroll in/attend Practicum Seminar every other week;
6. review Practicum Evaluation Form with supervisor and submit to Practicum Seminar instructor each semester;
7. submit a copy of her/his hour log(s) to Practicum Seminar instructor for review; the instructor will then submit this log(s) to the CP Program Coordinator each semester;
8. consider whether to carry malpractice insurance (not required by school) and whether to join CAMFT as a student member (in which case malpractice insurance is free of charge);
9. be thoroughly familiar with and abide by all BBS Statutes and Regulations as pertains to trainees and sign an informed consent;
10. keep original signatures on all BBS forms in safe place for future reference.

Information Pertaining to Managing Trainee or Placement Conflicts:

1. Concerns/Discussion between Supervisor and Trainee:
 - a.) if a trainee has a concern about her/his supervisor or site, s/he is encouraged to discuss this directly with the primary supervisor as early as possible so as to create a plan for resolution;
 - b.) if a supervisor has a concern about the trainee, s/he is encouraged to discuss this directly with the student trainee as early as possible so as to create a plan for resolution.
2. Consultation with the trainee's Practicum Seminar instructor is encouraged if further attention is needed. (The instructor may seek consultation with the Practicum Director as needed.)



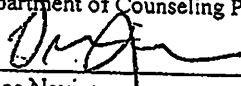
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3. Intervention by the Practicum Director is warranted if any issue (as processed above) remains unresolved and needing of further attention. Any/all final decisions regarding student or supervisor complaints will be made in consultation with the Counseling Psychology Department Chair.

Signatures:


Department of Counseling Psychology


Vince Nevins
Practicum Director
Dominican University

Date

5/28/19

Counseling Director/Program


(Print Name/Signature)

Clinical/Counseling Director

Name of Agency

Date

Pam Watten, LMFT
5/29/19