



SUPERVISED FIELDWORK AGREEMENT
Contract between the Wright Institute and the Practicum Agency

Section I: Agency Information

Agency Name (include department, if relevant) Napa Valley Unified School District Mental Health Intern Training Program
Agency Contact Info (address, phone number) Pam Walton, MA, MS, LMFT 2425 West Jefferson St Napa, CA 94558
Agency Training Director (name, phone number, email) Pam Walton [Redacted] Pam-walton@NVUSD.org

Section II: Relationship of the Parties

1. The Wright Institute shall approve of and coordinate with the supervised fieldwork setting.
2. The supervised fieldwork setting shall coordinate with the Wright Institute and shall employ the trainee and the supervisor in accordance with the statutes, regulations, and professional standards governing marriage and family therapists.
3. The supervisor shall be employed by the supervised fieldwork setting and shall provide supervision of the trainee's supervised fieldwork experience in compliance with the statutes, regulations, and professional standards governing marriage and family therapists.

4. The trainee is a student of the Wright Institute, is employed by or is a volunteer of the supervised fieldwork setting, and is supervised by the supervisor in accordance with the statutes, regulations, and professional standards governing marriage and family therapists.

Section III: Goals of the Supervised Fieldwork Experience

1. To provide an integrated course of study that trains students in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions, healthy functioning, health promotion, and illness prevention in a supervised clinical placement that provides supervised fieldwork experience within the scope of a marriage and family therapist.
2. To encourage students to further develop those personal qualities that are integrally related to the counseling situation, such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.
3. To prepare students to be familiar with cross-cultural mores and values, and to design practica to include marriage and family therapy experiences in low-income and multi-cultural health settings.
4. To educate students in the therapeutic, clinical, and practical considerations involved in the legal and ethical practice of marriage and family therapy.

Section IV: Responsibilities of the Parties

1. The Wright Institute:

- a. Shall evaluate the appropriateness of the supervised fieldwork experience for each MFT trainee and approve the supervised fieldwork setting for each trainee.
- b. Shall have this written agreement with the supervised fieldwork setting that details each party's responsibility.
- c. Shall provide forms for regular process reports and evaluation of the student's performance at each supervised fieldwork setting.
- d. Shall coordinate the terms of this agreement with each of the parties.

2. The Supervised Fieldwork Setting:

- a. Shall appropriately evaluate the qualifications and credentials of any employee who provides supervision to MFT trainees.

- b. Shall provide adequate resources to the trainee and the supervisor so they may provide clinically appropriate services to clients.
- c. Shall orient the trainee and supervisor to the policies and practices of the agency.
- d. Shall notify the Wright Institute in a timely manner of any difficulties in the work performance of the trainee.
- e. Shall provide the trainee and the supervisor with an emergency response plan which assures the safety and security of the trainee, the supervisor, and the trainee's clients.
- f. Shall provide the trainee with an average of at least one hour of direct supervisor contact for every five hours of client contact.

3. The Supervisor:

- a. Shall sign and abide by the *"Responsibility Statement for Supervisors of a Marriage and Family Therapist Trainee or Intern."*
- b. Shall provide supervision to meet the following BBS regulations: During each week in which experience is claimed, and for each work setting in which experience is gained, the trainee shall have at least one hour of one-on-one, individual, face-to-face supervisor contact or two hours of face-to-face supervisor contact in a group of not more than eight persons receiving supervision.
- c. Shall describe in writing the methods by which supervision will be provided.
- d. Shall provide quarterly progress reports and a comprehensive year-end evaluation of the student's performance at the fieldwork setting to the Wright Institute, using the forms provided by the Wright Institute.
- e. Shall abide by the ethical standards for supervisors published by the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists.
- f. Shall review and sign on a weekly basis the *"Weekly Summary of Hours of Experiences"* log.
- g. Shall sign the *"Marriage and Family Therapist Experience Verification"* form upon the trainee's completion of the field placement.
- h. Shall notify the Wright Institute and the trainee of any action that may affect his/her license immediately.

Section V: Additions

1. **Termination:** Termination of this agreement with cause shall be in accordance with the academic policies of the Wright Institute or the employment or volunteer policies of the supervised field work setting. Any party may terminate this agreement without cause by giving all other parties 30 days notice of the intention to terminate. Termination of this agreement on the part of the trainee or supervisor is separate from termination of his/her employment at the supervised field work setting. Termination of the trainee's or supervisor's employment must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the trainee, the supervised field work setting, or the supervisor, that such a decision must include consultation with the Wright Institute.
2. **Changes in the Agreement:** This agreement may be amended at any time but any amendment must be in accordance with BBS regulations and be in writing and signed by each party. This agreement contains the entire understanding of the parties regarding their rights and duties. Any alleged oral representation or modification concerning this agreement shall be of no force or effect unless contained in a subsequent written modification signed by all parties.

Section VI: Signatures

1. *Ram Walton, LMHC* 3/21/19
Representative of Fieldwork Setting Date
Licensed Mental Health Clinician
Title and License Number
2. *Stuart Lee, LMFT 81066* 113 APR. 2019
Representative of the Wright Institute Date
COUNSELOR PSYCHOLOGY MAJOR, FIELD PLACEMENT DIRECTOR
Title and License Number