



College of Education

Counseling (CSL) Program

### **Memorandum of Understanding for Counseling Professional Practice Experiences**

**It is the responsibility of the student ("Counselor-in-Training") to present this MOU to the practicum site ("Site") before any practica work begins. This MOU must be read and understood by all parties involved before signing.**

The purpose of this MOU is to state clearly the responsibilities of all parties involved in the practica and internship placement that is the subject of this MOU ("Site Placement") at DePaul University ("DePaul").

The term of this MOU will begin on \_\_\_\_\_ and will end on \_\_\_\_\_. DePaul retains the right to terminate the Professional Practice Placement at any time for any reason. The Site retains the right to request withdrawal of any Counselor-in-Training whose conduct or work violates the policies and procedures of DePaul or the Site, but only after first consulting with DePaul to try and resolve the matter without removing the Counselor-in-Training from the Site Placement. This MOU may only be renewed by mutual written agreement of the parties.

#### **Counselor-in-Training is expected to:**

- Comply with DePaul, College of Education, CSL, and Site policies and procedures.
- Make every effort to meet the Site's expectations for work performance, including standards for work quantity and quality, adherence to agreed upon work schedule and other expectations.
- Make the best use of the learning environment that has been provided by taking advantage of opportunities to acquire new skills, knowledge and awareness.
- Balance the demands of work and school such that neither suffers, especially during the Professional Practice experience.
- Inform the Professional Practice Advisor of any potential problems or changes involving the placement in a timely manner so that appropriate interventions can be made.
- Read and understand the American Counseling Association Code of Ethics and/or the American School Counselor Association Code of Ethics and practice in accordance to these standards.
- Follow the guidelines and procedures outlined in the Professional Practice Handbook (*Practicum and Internship Manual: Policies and Procedures*) of DePaul, as well as all other DePaul policies, including the Code of Student Responsibility and policies articulated in the Graduate Student Handbook.
- Keep site supervisor informed regarding the field experience.
- Immediately contact the DePaul supervisor should any problem or change in relation to the placement site occur.
- Demonstrate a minimal level of competence in specified counseling knowledge, skills and attitudes in order to receive a passing grade.
- Attend classes and supervisory sessions fully prepared as outlined by the course requirements and supervisor's expectations.
- Comply with the rules/regulations of Site (e.g., report writing, in-service training, etc.).
- Complete the requirements outlined in CSL 552, CSL 553, and 554 syllabi.
- Evaluate internship and supervision at the end of CSL 554.
- Inform the Professional Practice Advisor and DePaul supervisor about any of the following situations: (serious difficulties or conflicts, changes in site supervisors, changes in the practicum/internship sites).

**The Site is expected to:**

- Abide by the guidelines established in the practicum/internship contract developed and agreed upon by the student, site supervisor and DePaul supervisor.
- Provide adequate orientation, training and supervision to student, including a clear communication of expectations regarding their performance.
- Assign productive work that matches the student's abilities, knowledge and interests to the fullest extent possible.
- Inform the Professional Practice Advisor in a timely manner of any potential problems or changes involving a student's placement, so that appropriate intervention(s) can be made.
- Use the organization's resources to create a learning environment in which the student can acquire marketable skills and experiences and make a valuable contribution to the Site.
- Assign a supervisor who has the appropriate credentials, time and interest for training the intern student.
- Provide opportunities for the student to engage in a variety of counseling activities under direct supervision of a supervisor with the appropriate credentials.
- Provide the student with adequate workspace, telephone, office supplies and staff to conduct professional activities.
- Complete evaluations and documents needed to assess the student, and to return them in a timely manner.
- Immediately contact the DePaul supervisor should any problems or changes in relation to the student and placement site occur.
- Allow audio-tapings for counseling sessions and coordinate client pre-consent to audio recordings.
- Maintain, and provide proof to DePaul of, professional liability insurance of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) in the aggregate. If requested by DePaul, Certificates of insurance evidencing coverage as specified above must be produced prior to the Professional Practice Placement.
- Defend, indemnify, and hold DePaul, its affiliates, trustees, directors, officers, faculty, employees, and agents, past or present, harmless from and against all claims, causes of action, fees, liabilities, damages, expenses (including reasonable attorney's fees) and costs relating to or arising from or based upon the negligent or willful acts, omissions, or breach of warranty by Site or its employees or agents in relation to the Professional Practice Placement.
- Comply with all applicable laws during the Professional Practice Placement, including, but not limited to, laws related to workplace discrimination and workplace safety. The Site also agrees to comply with all laws and DePaul policies regarding student privacy and confidentiality, including the Family Educational Rights and Privacy Act of 1974 (FERPA).

**DePaul is expected to:**

- Meet regularly with student to discuss progress and to verify student's performance on the academic component. Provide triadic supervision weekly for one hour during CSL 552.
- Fairly evaluate student's work both academically and experientially.
- Notify the Professional Practice Advisor in a timely fashion if any problems arise.
- Be available for face-to-face, telephone, and/or email consultation with both site supervisor and student intern.
- Send evaluation forms to site supervisor.
- Make at least one site contact each quarter.
- Be responsible for the assignment of the final grade.
- Complete evaluations and documents needed to assess student performance, and return them in a reasonable manner.
- Orient student, site supervisor and DePaul supervisor to the monitoring and evaluation procedures.

- Monitor the placement through face-to-face, telephone, and/or email contact with the site supervisor, DePaul supervisor and student throughout the Professional Practice experience, including a visit to the placement site if deemed necessary.
- Make appropriate interventions involving the student’s placement when problems occur, including recommendations for altering or terminating the Professional Practice experience if necessary.

The parties understand that the Counselor-in-Training will be in a learning situation and that the primary purpose of the Professional Practice Placement is for the Counselor-in-Training's learning. The Counselor-in-Training will receive academic course credit from DePaul for the educational experiences at the Site, and the coursework associated with those educational experiences assigned by DePaul. If a Counselor-in-Training is not otherwise an employee or independent contractor of the Site or DePaul, s/he shall neither be compensated by either party for his/her participation in the Professional Practice Placement nor covered under DePaul’s or the Site's Worker’s Compensation, social security, or unemployment compensation programs. If any Counselor-in-Training is otherwise an employee or independent contractor of the Site, the Site shall assume full and sole responsibility for the payment of any wages, state and federal income tax, unemployment insurance, social security, disability insurance and other applicable employee withholdings which may apply. The Counselor-in-Training's Professional Practice Placement work shall not at any time replace or substitute for any employee nor shall the Counselor-in-Training perform any of the duties normally performed by an employee of the Site as part of the Professional Practice Placement except as such duties are a part of the Counselor-in-Training's training and are performed by the Counselor-in-Training under the direct supervision of the assigned supervisor of the Site.

1. The site supervisor must have a minimum of 3 years prior professional counseling experience PRIOR to accepting an intern for the fall.
2. The site supervisor must have the ability to provide 1 hour of supervision for every 10 hours of student work.
3. The site supervisor must hold a valid licensure or certification based on the following counseling concentration:

**School Counseling Concentration:** Type 73 certification or Professional Educator License (PEL) with a school counseling endorsement. A Type 73 with a social worker or school psychologist endorsement will **NOT WORK**.

**College Student Development Concentration:** The on-site supervisor, at the time of supervision, shall be trained in college student development/student affairs, has worked in the field with direct student contact for 3 years, and holds at least a Master’s degree in college student development or the equivalent.

**Community Counseling Concentration:** LCPC, LCSW, or be a licensed psychologist or psychiatrist. An LPC will **NOT WORK**.

4. The site must allow audio-recordings of each counseling session for the intern to evaluate and gain feedback on their counseling techniques in class (afterward, the tape will be destroyed)
5. The site must allow 700 Professional Practice hours (60% indirect client contact hours and 40% direct client contacts hours)

Hour Breakdown	Practicum (Sept-Nov)	Internship 1 (Dec-March)	Internship II (April –June)	
	Hours Required	Hours Required	Hours Required	Total
Direct Client Contact	40	120	120	280
Indirect Client Contact	60	180	180	420
<b>Total</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>700</b>