



11255 North Torrey Pines Road, La Jolla, CA 92037-1011  
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## ADC 285 Pre-Practicum Site Agreement

### STUDENT

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Program units completed prior to practicum: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_

### PRACTICUM SITE

Name of Agency: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Type of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_

Qualified Staff Supervisor

Name of Supervisor: \_\_\_\_\_ Cert/License No.: \_\_\_\_\_

Type of Certification/License held: \_\_\_\_\_

**(Please attach copy of your current certification)**

THIS AGREEMENT is effective as of \_\_\_\_\_, by and among the practicum site agency ("Agency"), the clinical supervisor ("Supervisor"), and the student ("Student") listed above.

### STUDENT'S RESPONSIBILITIES

- 1.) Student will obtain clinical experience at the agency specified above. Student is expected to participate in a minimum of \_\_\_\_\_ hours per week for a period of \_\_\_\_\_ month(s).
- 2.) Student is expected to participate in a variety of clinical and administrative experiences at Agency, as well as other scheduled activities that may be available or required. The specific type of experience Student will receive will be based upon the needs and structure of Agency, as well as guidelines established by law.
- 3.) Student will obtain and maintain during his or her time with Agency professional liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence.

- 4.) Student will conform to the administrative policies, standards and practices of Agency while at Agency, and to the ethical and legal standards of the profession.
- 5.) Student shall identify himself or herself as a “student” or “trainee” to clients and staff while at Agency, not as an “intern” or “licensed therapist”.
- 6.) Student shall maintain the confidentiality of all communications with clients and between the clients, their therapists and Agency staff. Student recognizes that it is a breach of ethics and against California law to divulge to any person not directly connected to the individual client’s care the names of persons being treated at Agency and the treatment they are receiving. Student shall not have access to or have the right to review any client record, except where necessary in the regular course of the practicum experience.

**AGENCY’S RESPONSIBILITIES**

- 1.) Supervisor will have sufficient experience, training, and/or education in substance abuse counseling to competently demonstrate and supervise the twelve-core competencies of substance abuse counseling.
- 2.) Supervisor has and will maintain a current certification/license in good standing and will notify the trainee under his/her supervision of any disciplinary action taken against his/her license, including suspension or probation which could affect her/his ability or right to supervise.
- 3.) Agency shall take reasonable steps to ensure that Student properly assesses and examines the client or patient, implements an appropriate treatment plan, and is acting within the scope of a substance abuse counselor trainee and within the scope of his or her competence.
- 4.) Agency shall monitor the quality of counseling performed by Student by direct observation, audio or video recording, review of progress or process notes or records or by any other means that s/he deems appropriate. Agency shall inform the trainee prior to the commencement of supervision of the methods by which Agency will monitor the quality of counseling or psychotherapy being performed.
- 5.) Agency shall provide at least one unit of direct Supervisor contact for Student for each week of experience claimed, and an average of at least one unit of direct Supervisor contact for every five hours of client contact in each setting. “Direct Supervisor contact” means either one hour (60 minutes) of face-to-face contact on an individual basis or two hours (120 minutes) of face-to-face contact in a group of not more than eight persons. All experience gained by Student at Agency will be monitored by a Supervisor.
- 6.) Agency shall provide adequate workspace for Student to conduct confidential, closed-door counseling sessions and to complete required paperwork.
- 7.) Agency shall give written notice to both National University and any Student of its intent not to certify any further hours of experience for Student, should Agency wish to terminate this Agreement. If Agency has not provided such notice, Agency shall sign for hours of experience obtained by Student in good faith where Agency actually provided required supervision.

**Agency (authorized agent):**

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Title: \_\_\_\_\_

**Supervisor:**

By: \_\_\_\_\_  
Date: \_\_\_\_\_

**Student:** \_\_\_\_\_  
Date: \_\_\_\_\_