



MENTAL HEALTH AND WELLNESS

**Harding University Graduate Counseling  
Practicum/Internship Supervision Agreement (Form 8)**

The purpose of this document is to specify the terms of the agreement that will exist between the Graduate Counseling Program at Harding University and the Practicum/Internship student. The terms of the agreement will be subject to modification and/or amendment only if all parties are of one accord. The specific agreement will exist between, \_\_\_\_\_ On-Site Supervisor, \_\_\_\_\_ Program Faculty, and \_\_\_\_\_, Practicum/Internship student.

**Responsibilities of the Practicum/Internship Student**

The practicum student shall be responsible for:

1. Completing a minimum of required hours for practicum/internship as described above during the semester you are enrolled.
2. Receiving supervision and instruction in the programs and procedures of maintaining an accurate record as required by the On-Site supervisor and the Counseling Program at Harding University.
3. A log will be maintained of time spent and all practicum/internship activities which will be reviewed on a weekly basis and verified by the On-Site Supervisor’s signature
4. A minimum of 2 digital recordings of counseling sessions will be completed by practicum/internship students.

**Responsibilities of the On-Site Supervisor**

The On-Site supervisor will serve as consultant and supervisor for the student while the student is on- site. Regular weekly, face to face planning, evaluation, or consultation sessions between the On-Site Supervisor and the student are recommended. Additionally, the On-Site Supervisor will participate in the Midterm and Final Evaluation of the student.

**Responsibilities of the University Supervisor**

The University Supervisor shall meet with the Practicum student/Intern weekly for the purpose of:

1. Critiquing and discussing the student’s progress on a regular basis;
2. Evaluating and providing feedback of the recorded counseling sessions;
3. Being available to discuss the student’s placement concerns;
4. Evaluating the student’s progress and status of projects;
5. Discussing the timely concerns and issues of the students enrolled in the Practicum/Internship course;

In the unlikely event that a problematic situation occurs between the On-Site Supervisor and the student which is difficult to resolve, either the On-Site Supervisor or the student may contact the student’s University Supervisor or Marc Fager (501) 279-5864; [mafager@harding.edu](mailto:mafager@harding.edu) Field Placement Director.

\_\_\_\_\_  
Practicum Student/Intern (date)

\_\_\_\_\_  
Site Supervisor (date)

\_\_\_\_\_  
University Faculty Supervisor (date)