

Site Supervisor's Letter:

Below is the content for the agreement letter to be signed by the site supervisor(s) for practicum and internship. This letter must be completed, signed and turned into the university practicum/internship faculty before hours can be accrued towards completion of practicum/internship.

Site Supervisor's Name & Credentials: _____

Instructor's Name: _____

School of Education, Health Professions & Human Development

University of Houston-Victoria
3007 N. Ben Wilson
Victoria, TX 77901-5731

OR

UHV – Katy Campus
2002 West Grand Parkway North
Katy, TX 77449

As site supervisor for, _____ a practicum/internship student in the University of Houston-Victoria graduate program in counselor education, I understand that my primary responsibility is to provide direct clinical supervision. I understand that:

- 1) Students in COUN 6303 Practicum must accrue 100 hours of experience (40 Direct, 60 Indirect);
- 2) Students in COUN 6348 Internship I & II must accrue 300 hours of experience in each internship semester (120 Direct, 180 Indirect)
- 3) Direct hours include individual, couple & family, group, assessment, career, educational, consultation, and co-counseling experiences.
- 4) Indirect hours include observation, completing case notes, treatment plans, and other documentation, attending meetings where clients are not present, participating in trainings and workshops, preparing research reports or guidance curriculum, or other such related activities.
- 5) Should the site require the graduate counseling student intern to provide counseling services during the semester break, the site will provide weekly supervision and maintain full legal responsibility for client care during such time.
- 6) In order to be an approved site supervisor, beginning fall 2018, I must attend a 3-hour supervision training and orientation sponsored by the UHV Counselor Education program. I will be provided with LPC supervision continuing education credit and/or SBEC continuing education hours. I am required to attend this 3-hour training once a year.

I understand that, as clinical supervisor, I must provide the student with a minimum of one-hour, face-to-face individual supervision per week. Missed supervision sessions must be rescheduled, as practicum/internship hours cannot be accrued any week that supervision is missed. I understand that I must observe the student (live or recorded) at least twice during their practicum semester and at least once during each internship semester.

As clinical supervisor, I will establish a supportive climate of acceptance, enthusiasm, and open communication with the student in order to ensure a positive relationship and successful practicum experience. I will generate cooperation from the other staff members and encourage them to allow the student to observe, participate in or be made aware of their various professional functions. I will also plan activities that will introduce the student to the purpose, activities, and operation of the counseling office as well as assign a caseload of regular clients to the student. The current American Counseling Association (ACA) code of ethics will be modeled and reinforced.

I will provide opportunities for the student to observe a variety of styles and methods used in fulfilling the tasks of the professional counselor, and to develop his or her own style and approach to counseling. I will provide the student's practicum/internship faculty with evaluations of the student's progress on the form provided at midterm and end of the practicum/internship semester. I understand that I can contact the student's practicum/internship faculty at any time to discuss problems or concerns that I may have about the student. I further understand that bi-weekly consultation, which includes a site-visit, with the faculty will occur. The student has provided me with identifying contact information for the practicum/internship faculty including name, business address, phone number and email.

Signature of Site Supervisor

Date