

Student Name: _____
Student Email _____
90 unit _____
MFT_ LPCC_ MFT/LPCC Combined _____
PrePracticum or Practicum _____
Agency: _____
Academic Year 2025-2026



Counseling Psychology SUPERVISED FIELDWORK AGREEMENT

SECTION I: RELATIONSHIP OF THE PARTIES

1. The University shall approve of and coordinate with the agency.
2. The agency shall coordinate with the University and shall employ the trainee and the supervisor in accordance with the statutes, regulations, and professional standards governing marriage, family and child counselors.
3. The supervisor shall be employed by agency and shall provide supervision of the trainee's experience in compliance with the statutes, regulations, and professional standards governing marriage, family and child counselors.
4. The trainee is a student of the University, is employed by or is a volunteer of the agency, and is supervised by the supervisor in accordance with the statutes, regulations, and professional standards governing marriage, family and child counselors.

SECTION II: GOALS OF THE SUPERVISED FIELDWORK EXPERIENCE

1. To provide an integrated course of studies and train students generally in the diagnosis, assessment, prognosis, and treatment of mental disorders.
2. To train students specifically in the application of marriage and family relationship counseling principles and methods.
3. To encourage students to develop those personal qualities that is intimately related to the counseling situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.
4. To teach students a variety of effective psychotherapeutic techniques and modalities that may be utilized to improve, restore, or maintain healthy individual, couple, and family relationships.

5. To prepare students to be familiar with cross-cultural mores and values, and to design practicum to include marriage, family, and child counseling experiences in low-income and multi-cultural health settings.
6. To educate students in the therapeutic, clinical, and practical considerations involved in the legal and ethical practice of marriage, family, and child counseling.
7. To gain supervised fieldwork experience within the scope of practice of a Marriage, Family and Child Counselor in a supervised clinical placement.

SECTION III: **RESPONSIBILITIES OF THE PARTIES**

1. SANTA CLARA UNIVERSITY

- a. shall provide the agency choice of each trainee
- b. shall have this written agreement with the agency that details each party's responsibility, including the methods by which supervision will be provided.
- c. shall provide forms of evaluation of the student's performance at each agency.
- d. shall evaluate the appropriateness of the experience for each trainee in terms of the educational objectives, clinical appropriateness and scope of the license of an MFT as set forth in Section 4980.02 of the Business and Professions Code.

_____ Initials of the Representative of the University

2. THE SUPERVISED AGENCY SETTING

- a. shall provide the trainee and supervisor with the documentation necessary to verify to the Board of Behavioral Science that the placement is one that is named in law, that the trainee is employed in the manner required by law and a description of the duties performed by the trainee.
- b. shall appropriately evaluate the qualifications and credentials of any employee who provides supervision to MFT trainees.
- c. shall provide adequate resources to the trainee and the supervisor in order that they may provide clinically appropriate services to the clients.
- d. shall orient the trainee and supervisor to the policies and practices of the agency.
- e. shall notify the University in a timely manner of any difficulties in the work performance of the student.
- f. shall provide the trainee and the supervisor with an emergency response plan which assures the safety and security of trainee, supervisor, and trainee's clients.
- g. shall indicate on Attachment A insurance maintained by agency.
- h. agree that the agency has the sole responsibility for client care.

_____ Initials of the Representative of the Agency.

3. THE SUPERVISOR

- a. shall sign and abide by the "Responsibility statement for supervisors of the MFT license" as described in Section 1833.1 of the California Code of Regulations (CCR).
- b. shall describe in writing the methods by which supervision will be provided.
- c. shall provide regular evaluations of the student's performance at the site of the University.
- d. shall abide by the ethical standards for supervisors promulgated by the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists.

- e. shall review and sign the experience log required by Section 1833 (e) of the CCR on a weekly basis except as set forth in Section 1833 (c) of the CCR.
- f. shall sign the experience verification form required for licensure except as set forth in Section 1833 (c) of the CCR.
- g. shall provide the University with a current copy of their license. Notify the University and the trainee of any actions that may affect his/her license immediately.
- h. shall complete the minimum of six (6) hours of supervision training as set forth in section 1833.1 (b).

Initials of the Supervisor

4. THE TRAINEE

- a. shall maintain a log of all hours of experience gained toward licensure as required by Section 1833 (e) CCR.
- b. shall be responsible along with their supervisor for providing complete and accurate documentation to the BBS in order to gain hours of experience toward licensure.
- c. shall be responsible for learning those policies of the agency which govern the conduct of regular employees and trainees, and for complying with such policies.
- d. shall be responsible for participating in the periodic evaluation of his or her experience and delivering it to the University.
- e. shall be responsible for notifying the University in a timely manner of any professional or personal difficulties which may affect the performance of his or her professional duties and responsibilities.
- f. shall abide by the ethical standards of the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapist.
- g. shall purchase professional liability insurance and provide evidence of the insurance prior to commencing work at the agency.
- h. shall have the responsibility for his or her selection of the agency, subject to the University approval of the selection.

Initials of the Trainee

SECTION IV: METHODS OF SUPERVISION

Section 1833.1 (a) (6) requires that the supervisor monitor the quality of counseling or psychotherapy performed by the trainee by direct observation, audio, or video recording, review of progress and process notes or records or by any other means deemed appropriate by the supervisor and furthermore that the supervisor shall inform the trainee prior to the commencement of supervision of the methods by which the supervisor will monitor the quality of counseling or psychotherapy being performed.

Supervisor: please check all those appropriate.

_____ Audio Tape	_____ Video Tape
_____ Process and Progress Notes	_____ Student Verbal Report
_____ Role Play	_____ Direct Observation
_____ Live Supervision	_____ Case Presentation
_____ Other (Describe) _____	

SECTION V: EVALUATIONS

1. PERIOD OF EVALUATION

_____ Quarter

2. EVALUATIONS

_____ Supervisor _____ Trainee _____ Practicum Supervisor

_____ Other (Specify) _____

SECTION VI: MISCELLANEOUS

a. TERMINATION

The expectation of all parties is that the trainee will complete the terms of this agreement. Termination of this agreement with cause shall be in accordance with the academic policies of the University or the employment or volunteer policies of the agency. 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 the termination of his or her employment at the agency. Termination of the trainee's or supervisor's employment or this agreement 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 any early termination of this agreement of the part of the trainee, the agency or supervisor that such a decision must include consultation with the University.

b. CHANGES IN THE AGREEMENT

This agreement may be amended at anytime but any amendment must 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.

c. INDEMNIFICATION

The parties shall defend, indemnify, and hold one another, their Trustees, shareholders, officers, employees, students and agents harmless from and against any and all liability, loss, expenses, attorney's fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, employees, or agents. This results in proportional liability such that each party is responsible for its own harm.

d. INSURANCE

The parties each, individually, represent and warrant that they have insurance coverage necessary for any and all Services provided under this Agreement and for their indemnity obligations as stated herein. The foregoing shall not in any way limit liabilities or requirements of indemnity assumed by the parties under this agreement.

e. FERPA DATA PRIVACY

Contractor understands that SCU is subject to the federal Family Educational Rights and Privacy Act (FERPA). If Contractor has access to student educational records in connection with performing services under this Agreement, for the purpose of FERPA compliance only, Contractor shall be considered a "school official" of SCU and shall comply with all applicable requirements under FERPA in carrying out its responsibilities under this Agreement. Contractor agrees to protect the privacy of student data provided by SCU and shall not transmit, share or disclose any data about a student without the student's written consent, except as specifically permitted under FERPA. Contractor may

STUDENT

Name: _____
 Address: _____
 City: _____ State: _____
 ZIP: _____

Ph #: (Hm) _____ (Other) _____
 Program Units Completed: _____
 Date Complete: _____

SUPERVISOR

Name: _____
 Address: _____
 City: _____ State: _____
 Type of license:
 LPCC: _____
 MFT _____
 LCSW _____
 Clinical Psychologist _____

Ph #: _____ (Other) _____

Date license issued: _____
 State issuing: _____
 Expiration date: _____
 Liability insurance carrier: _____

Board Certified Psychiatrist _____

Amount of coverage: _____
 Expiration date: _____

_____ Please attach to this document a photo copy of your current license.
 _____ Meets BBS Required Supervisor Regulations

TYPE OF WORK SETTING

	ON-SITE	OFF-SITE
Governmental entity	_____	_____
School, college or university	_____	_____
Non-profit and charitable corporation	_____	_____
Licensed health facility	_____	_____
Social Rehabilitation or Community treatment facility (as defined in Section 1501a)	_____	_____
Pediatric day health and respite care facility (as defined in Section 1760.2)	_____	_____
Licensed alcohol or drug recovery or treatment facility (as defined in section 11834.02)	_____	_____

TYPE OF SUPERVISION

INDIVIDUAL/TRIADIC _____
 (One hour per week minimum)

GROUP _____
 (8 or less participants, 2 hours per week minimum)

INSURANCE (please check)

Certificate of Insurance
Attached

No Coverage

General Liability _____
 Professional Liability covering _____

Setting		
Trainee		
Workers' Compensation covering		
Setting's employees		
Setting's volunteers (Trainees)		