

Supervised Fieldwork Agreement

For:

Trainee Name

At:

Fieldwork Setting Organization Name

Section I: Definitions of Terms

1. “Qualifying degree program” is a doctor’s or master’s degree program in marriage, family and child counseling; marital and family therapy; psychology; clinical psychology; counseling psychology; counseling with an emphasis in marriage, family and child counseling; or social work with an emphasis in clinical social work as defined in Section 4980.36 or 4999.33 of the Business and Professions Code.
2. “Supervised fieldwork setting” is not a private practice, lawfully and regularly provides mental health counseling or psychotherapy, and provides oversight to ensure the trainee’s work at the setting as defined in Section 4980.43.3 (b) or 4999.46.3 (b) of the Business and Professions Code.
3. “Supervisor” is a currently licensed marriage and family therapist, professional clinical counselor, psychologist, clinical social worker, licensed physician certified in psychiatry, or educational psychologists as defined in Section 4980.03 (g) and 4999.12 (h) of the Business and Professions Code and otherwise meets all qualifications defined in the Code. The supervisor must be licensed for a minimum of two years prior to commencing any supervision.
4. “Trainee” is an unlicensed person who is currently enrolled in a master’s or doctor’s degree program and has completed no less than 12 semester units of 18 quarter units of coursework in any qualifying degree program as defined by Section 4980.03 (g) or 4999.12 (g) of the Business and Professions Code.
5. “Supervised fieldwork experience” is experienced within the scope of practice of a marriage and family therapist or professional clinical counseling in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of premarital, couple, family, and child relationships, including dysfunctions and healthy functioning and health promotion and illness prevention, in a supervised clinical placement as defined by Sections 4980.43.3, 4980.43.4, 4999.46.3 and 4999.46.4 of the Business and Professions Code.
6. “Employment” may be paid or voluntary. “A trainee... shall only perform mental health and related services as an employee or volunteer, and not as an independent contractor...” (Section 4980.43.3 and 4999.46.3 of the Business and Professions Code. “...the authorized supervisor may be employed by the applicant’s employer on either a paid or a voluntary basis. If such employment is on a voluntary basis a written agreement must exist between the supervisor and the organization, prior to commencement of supervision...” (Section 1833 (a) (3) of the California Code of Regulations).

Section II: Relationship of the Parties

1. The qualifying degree program shall approve of and coordinate with the supervised fieldwork setting.
2. The supervised fieldwork setting shall coordinate with the qualifying degree program and shall employ the trainee and the supervisor in accordance with the statutes, regulations, and professional standards governing marriage and family therapists and professional clinical counselors.
3. The supervisor shall be employed by the supervised fieldwork setting and shall provide supervision of the trainee’s supervised fieldwork experience in compliance with the statutes, regulations, and professional standards governing marriage and family therapists or professional clinical counselors.

4. The trainee is a student of the qualifying degree program, is employed by or is a volunteer of the supervised fieldwork setting, and is supervised by the supervisor in accordance with the statutes, regulations, and professional standards governing marriage and family therapists or professional clinical counselors.

Section III: Goals of the Supervised Fieldwork Experience

1. To provide an integrated course of studies that trains students generally in the diagnosis, assessment, prognosis, and treatment of mental disorders.
2. To train students specifically in the application of counseling principles and methods.
3. To encourage students to further develop those personal qualities that are integrally 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 include 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 counseling.
7. To gain supervised fieldwork experience within the scope of practice of a Marriage and Family Therapist (MFT) or Professional Clinical Counselor (PCC) in a supervised clinical placement.

Section IV: Responsibilities of the Parties

1. *The Qualifying Degree Program shall:*

- a. Approve the supervised fieldwork setting for each trainee.
- b. Have this written agreement with the supervised fieldwork setting that details each party's responsibility, including the methods by which supervision will be provided.
- c. Provide forms for regular process reports and evaluations of the student's performance at each supervised fieldwork setting.
- d. Coordinate the terms of this agreement with each of the named parties.
- e. Evaluate the appropriateness of the supervised fieldwork experience for each MFT or PCC licensee as set forth in Sections 4980.43.3 (b) and 4999.46.3 (c) of the Business and Professions Code.

2. *The Supervised Fieldwork Setting shall:*

- a. Provide the trainee and the supervisor with the documentation necessary to verify to the Board of Behavioral Science (BBS) that the placement is one that is defined in law, that the trainee is employed in the manner required by law, and that the duties performed by the trainee fall within the scope of the license of an MFT or PCC.
- b. Appropriately evaluate the qualifications and credentials of any employee who provides supervision to MFT and PCC trainees.
- c. Provide adequate resources to the trainee and the supervisor in order that they may provide clinically appropriate services to clients.
- d. Orient the trainee and supervisor to the policies and practices of the agency.
- e. Notify the qualifying degree program in a timely manner of any difficulties in the work performance of the student.

- f. Provide the trainee with sufficient hours per week of supervised fieldwork experience to meet the requirement checked below:
- ☐ Students in the M.A. Counseling Psychology are required to complete **300 clinical hours during the program**. Supervision must be provided by an on-site practicum supervisor in accordance with Board of Behavioral Science regulations.
 - ☐ Additional or alternate requirements for students intending to pursue licensure outside of California:

3. ***The Supervisor shall:***

- a. Sign and abide by the “Supervision Agreement” as described in Section 1820(c)(3) of Title 16 of the California Code of Regulations (CCR) or will complete paperwork required by the Board of the State in which the trainee intends to pursue licensure.
- b. Provide supervision to meet the following BBS regulations: supervision shall include at least one hour of direct supervisor contact for each week of experience claimed. A trainee shall also receive an average of at least one hour of direct supervisor contact for every five hours of client contact at each setting in which experience is gained. For purposes of this section, “one hour of direct supervisor contact” means one hour of face-to-face contact on an individual basis, two hours of group contact, or one hour of triadic supervision (i.e., one supervisor and two supervisees) which may be counted toward the experience requirement for licensure. “Group supervision” means a group of no more than eight persons are receiving supervision from one supervisor. All experience gained by a trainee shall be monitored by the supervisor as specified in regulations.
- c. Provide “Practicum Trainee Evaluation” form filled out by primary supervisor at the end of each trimester to evaluate student’s performance at the fieldwork setting to the qualifying degree program.
- d. Abide by the ethical standards for supervisors published by the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists, or the American Counseling Association.
- e. Review and sign the experience log required by Section 1833 (e) CCR on a weekly basis as set forth in Section 1833 (d) CCR or complete paperwork required by the Board of the State in which the trainee intends to pursue licensure.
- f. Sign the experience verification form required for licensure except as set forth in Section 1833.1 (b) CCR or complete paperwork required by the Board of the State in which the trainee intends to pursue licensure.
- g. Notify the qualifying degree program and trainee of any action that may affect his/her license immediately.

4. ***The Trainee shall:***

- a. Maintain the original copies of the “Supervision Agreement” for submission to the BBS or the equivalent in the trainee’s intended State of licensure at the time of licensing application and shall submit a copy of the same statement to the qualifying degree program within 30 days after commencing this supervised fieldwork experience.

- b. Maintain a log of all hours of experience gained toward licensure as required by Section 1833 (d) CCR.
- c. Be responsible along with his/her supervisor for providing complete and accurate documentation to the BBS or other Board in order to gain hours of experience towards licensure.
- d. Be responsible for learning those policies of the supervised fieldwork setting which govern the conduct of regular employees and trainees, and for complying with such policies.
- e. Be responsible for participating in the periodic evaluation of his/her supervised fieldwork experience and delivering it to the qualifying degree program.
- f. Be responsible for notifying the qualifying degree program in a timely manner of any professional or personal difficulties which may affect the performance of his/her professional duties and responsibilities.
- g. Abide by the ethical standards of the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists, or the American Counseling Association.

Section V: Methods of Supervision

Sections 1821 (a) & 1833.1 (a) CCR require 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; also that the supervisor will 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 below all methods of supervision that will be employed with this trainee.

☐	Audio Recording	☐	Video Recording
☐	Process and Progress Notes	☐	Student Verbal Report
☐	Role Play	☐	Direct Observation
☐	Other <i>Please describe.</i>		

Section VI: Additions

1. Termination

The expectation of all parties is that the trainee will complete the term of this agreement. Termination of this agreement with cause will be in accordance with the academic policies of the qualifying degree program or the employment or volunteer policies of the supervised fieldwork setting. Any party may terminate this agreement without cause by giving all other parties thirty (30) days notice of the intention to terminate. Termination of this agreement on the part of the trainee or supervisor is separate from termination of his/her employment at the supervised fieldwork setting. Termination of the trainee's or supervisor's employment of 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 on the part of the trainee, the supervised fieldwork setting, or the supervisor, that such a decision must include consultation with the qualifying degree program.

2. Changes in the Agreement

This agreement may be amended at any time, but any amendment must be in accordance with BBS regulations and 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 will be of no force or effect unless contained in a subsequent written modification signed by all parties.

3. **University Insurance**

The University shall provide professional liability insurance for the student to cover damage or harm caused by the student in the amount of at least \$1,000,000 per occurrence, \$3,000,000 in the aggregate. University shall provide Facility with evidence of the insurance required under this paragraph. University shall promptly notify Facility of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

4. **Indemnification**

The University agrees to defend all claims of loss, indemnity and hold harmless the Facility and its officers, agents, and employees from any and all liability for personal injury, damages, wrongful death or other losses or costs, including but not limited to reasonable attorney fees and defense costs, caused by the gross negligent acts or omissions or willful misconduct of the University or its employees, officers, or volunteers/interns in the performance of this Agreement.

Section VII: Term of the Agreement

Start date _____

End date _____

Section VIII: Signatures

Supervisor

Trainee

Name

Name

Signature

Date

Signature

Date

Degree Program

Golden Gate University, Graduate Psychology Program

Fieldwork Setting

Organization Name

Organization Name

Representative's Name

Representative's Name

Signature

Date

Title

Signature

Date