

Supervised Fieldwork Agreement – Out-of-State

At: _____
Fieldwork Setting Organization Name

Section I: Definitions of Terms

1. “State” is the State of _____ where the fieldwork site is located and where clients/patients of the fieldwork site are located.
2. “Program” is the Master of Arts in Counseling Psychology at Golden Gate University.
3. “Site” is the above-named fieldwork setting organization.
4. “Supervisor” is a person holding an unrestricted license as a mental health professional in the State who meets all State requirements to provide supervision to student trainees. Supervisors must be licensed for a minimum of two years prior to commencing any supervision.
5. “Trainee” is an unlicensed person who is currently enrolled in the practical training portion of the Program.
6. “Supervised fieldwork experience” is experienced within the scope of practice of a marriage and family therapist or counselor 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.
7. “Employment” may be paid or voluntary.

Section II: Relationship of the Parties

1. The Program shall approve of and coordinate with Site for placement of trainees.
2. The Site shall coordinate with the Program and shall employ trainees and supervisors in accordance with State statutes, regulations, and professional standards governing marriage and family therapists and professional clinical counselors.
3. All supervisors shall be employed by the Site and shall provide supervision of the trainee’s supervised fieldwork experience in compliance with State statutes, regulations, and professional standards governing marriage and family therapists or professional clinical counselors.
4. The trainees are students of the Program, are employed by or is a volunteer of the Site, and are supervised by supervisors in accordance with State 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 Program shall:*

- a. Approve the Site for each trainee.
- b. Provide forms via the Time2Track platform for regular process reports and evaluations of each trainee's performance at the Site.
- c. Evaluate the appropriateness of the Site for trainees.

2. *The Site shall:*

- a. Provide trainees and supervisors with the documentation necessary to verify with any agency or regulatory board that the placement is one that is appropriate as 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 practice for MFT or PCC.
- b. Appropriately evaluate the qualifications and credentials of any supervisor who provides supervision to trainees.
- c. Provide adequate resources to the trainee and the supervisor in order that they may provide clinically, legally, and ethically appropriate services.
- d. Orient the trainee and supervisor to the policies and practices of the Site.
- e. Notify the Program in writing when new Program trainees are accepted to Site.
- f. Notify the Program within seventy-two (72) hours of any difficulties in the work performance of any trainee.
- g. Provide trainees with sufficient hours per week of supervised fieldwork experience to meet the requirement checked below:

☐ Students in the Program are required to complete **three-hundred (300) hours of face-to-face counseling during the program**. These hours may be in-person or via a HIPAA-compliant electronic platform that provides two-way synchronous video and audio. Telephone, chat, or text-based services do not count toward this requirement.

☐ Additional or alternate requirements for students intending to pursue licensure in the State:

- h. Provide trainees an average of at least one (1) hour of direct supervisor contact for every five (5) hours of client contact. For purposes of this section, “one (1) hour of direct supervisor contact” means one (1) hour of face-to-face contact on an individual basis, two (2) hours of group contact, or one (1) hour of triadic supervision (i.e., one supervisor and two supervisees). “Group supervision” means a group of no more than eight (8) persons are receiving supervision from one (1) supervisor. All experience gained by a trainee shall be monitored by the supervisor as specified in State regulations.
- i. Facilitate completion of a Practicum Trainee Evaluation form via the Time2Track platform by each trainee’s primary supervisor at the end of each trimester to evaluate each trainee’s performance at the Site.
- j. Abide by the ethical standards for supervisors published by either the:
 - ☐ American Association of Marriage and Family Therapy
 - ☐ American Counseling Association.
- k. Review and approve experience hours entered by trainees in the Time2Track platform.
- l. Notify the Program and trainees of any action that may affect a supervisor’s license immediately.

Section V: Methods of Supervision

Site Supervisors are required to monitor the quality of counseling or psychotherapy performed by trainees by direct observation, audio or video recording, review of progress and process notes or records, or by any other means deemed appropriate by a supervisor. Supervisors will inform trainees prior to the commencement of supervision of the methods by which the supervisor will monitor the quality of counseling or psychotherapy being performed.

Please check below all methods of supervision that will be by the Site.

☐	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

Termination of this agreement with cause will be in accordance with the academic policies of the Program or the employment or volunteer policies of the Site. Any party may terminate this agreement without cause by giving thirty (30) day’s 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 any trainees under this agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. If there is any early termination of a trainee, such a decision must include consultation with the Program.

2. Changes in the Agreement

This agreement may be amended at any time by mutual agreement. Any amendment must be in accordance with State laws and regulations, submitted 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. Program Insurance

The Program 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. The Program shall provide Site with evidence of the insurance required under this paragraph. The Program shall promptly notify Site of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

4. **Indemnification**

The Program agrees to defend all claims of loss, indemnity and hold harmless the Site 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 Program or its employees, officers, or volunteers/interns in the performance of this Agreement.

Section VII: Term of the Agreement

Start date _____

End date 08/31/2025

Section VIII: Signatures

Program

Golden Gate University, Graduate Psychology Program

Site

Organization Name

Organization Name

Representative's Name

Representative's Name

Signature

Date

Title

Signature

Date