

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 03/03/2022

Contract/Agreement Vendor:

Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal **&/or** Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO
 If yes, Technology Admin:

Leadership Team Member:

Funding Source:

Fund/Project OCAS Coding

Consent

Action

Agreement to allow school counseling students to complete their clinical hours within BAPS for the 2021-2022 SY.

Summary This area must be complete with full explanation of contract

*The Contract/Agreement should be received **at least 2 weeks prior** to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*



**Southeastern Oklahoma
State University**

**COUN 5543: Counseling Practicum
COUNSELING PRACTICUM SUPERVISION CONTRACT**

Candidate Information

Counseling Practicum Candidate:

Home Address:

Cell Number:

Email Address:

Date for Starting Field Experience:

Date for Ending Field Experience:

Site Information

Name of School (Practicum Site):

School Address:

School Telephone Number (Regular Hours): _____

School Web site (if available):

Name of Site Administrator (Principal):

Site Supervisor Information

Name of Site Supervisor (School Counselor):

Site Supervisor Phone Number:

Site Supervisor Email Address:

Site Supervisor Credentials

Highest degree and date granted:

Major/Emphasis:

University:

Certifications:

Years of Experience in School Counseling:

Alternate Supervisor (if required):

Name: _____ Phone: _____ Email: _____
Highest degree and date granted: _____ University: _____
Major/Emphasis _____ Certification: _____
Years of Experience in School Counseling: _____

The University Agrees:

- To assign a university faculty supervisor to facilitate necessary communications between the university and the school site supervisor with regard to the counselor-in-training.
- To provide the counselor-in-training with a clear overview of course expectations, evaluation procedures, and ethical/legal expectations of all parties.
- To provide weekly individual or group supervision to the counselor-in-training over the required 14-weeks of the course.
- That the university supervisor will be available for consultation with both the site supervisor and the counselor-in-training should the need arise at any point during the duration of the 14-week course.
- That the university supervisor is ultimately responsible for approval of any counseling practicum site placements and the assignment of the final course grade in conjunction with this practicum experience.

The Site Supervisor Agreement:

- Support the learning of the school counselor-in-training by providing an array of experiences essential to the role of a school counselor.
- To provide an experience that includes opportunities to work with clients who represent diverse populations.
- Experiences include Direct Student Services (*as defined by the ASCA National Model*).
 - Individual counseling
 - Small Group counseling
 - Individual Planning
 - School Counseling Core Curriculum (*formerly called Classroom Guidance*)
- Experiences that include Indirect Student Services (*as defined the ASCA National Model*).
 - Referrals
 - Consultation with parents, school personnel, and community resources
 - Collaboration with parents, school personnel, and community resources
- Experiences that are appropriate for the role of a school counselor as defined by the ASCA National Model, supervised by the Site Supervisor or Co-led in conjunction with the Site Supervisor.
 - Individual student academic program planning
 - Interpreting cognitive, aptitude, and achievement tests
 - Providing counseling to students who have disciplinary problems (*Not disciplining students*)
 - Collaborating with teachers to present school counseling core curriculum lessons
 - Analyzing grade-point averages in relationship to student achievement
 - Interpreting student records
 - Providing teachers with suggestions for effective classroom management

- Ensuring student records are maintained as per state and federal regulations
- Helping the school principal identify and resolve student issues, needs, and problems
- Providing individual and small-group counseling services to students
- Advocating for students at individual education planning meetings (IEP meetings) and student study teams (RtI, MTSS)
- Analyzing disaggregated data.
- To provide the counselor-in-training information concerning the site's policies and procedures.
- To allow the counselor-in-training permission to videotape counseling sessions with students, only upon receipt of written consent of the minor student's parents.
- To provide the counselor-in-training with an adequate number of clients and activities to fulfill both direct and indirect school counseling experience hours (defined below) as required of this intense practicum experience.
- To provide the student with an average of one hour per week of supervision regarding the student's professional performance of the assigned activities.
- To sign documentation provided by the school counselor-in-training of the time spent in each school counseling activity.
- To provide Southeastern Oklahoma State University with an evaluation of the student's performance and disposition at the mid-term and end of the field experience(*form provided by the university*).
- To inform the assigned Faculty Supervisor of any difficulties encountered while observing or working with the school counselor-in-training.

The School Counselor-in-Training Agreement:

- To obtain and provide written verification of professional liability (malpractice) insurance prior to the commencement of counseling practicum hours' accrual.
- Not to commence with any site practicum experiences until all paperwork has been submitted and final approval has been granted by the university supervisor.
- To engage in at least 100 clock hours of supervised school counseling activities with an average of 7.5 clock hours per week during the 14 weeks of COUN5523. *A minimum of 40% of the total time logged (40 hours) must represent direct client services*
- To receive written consent from parents of minor students before initiating counseling sessions that are videotaped.
- To inform parties of "in-training" status and the limits of confidentiality, including the supervision relationship.
- To behave legally, ethically, and professionally according to the current version of the following:
 - *The American Counseling Association (ACA) Code of Ethics;*
 - *The American School Counselor Association (ASCA) Ethical Standards for School Counselors;*
 - Applicable state rules and guidelines;
 - The school site's internal policies and procedures;
 - Policy and procedures of Southeastern Oklahoma State University and the Department of Behavioral Sciences;
 - The policies and procedures of the University's School Counseling Program;
 - The School Counseling Practicum Handbook

- The syllabus for the COUN 5543: Counseling Practicum course
- To maintain a time log documenting the hours and activity performed each week and to request the site supervisor's signature weekly on the time log.
- To furnish the Site Supervisor and the Faculty Supervisor with a copy of professional liability insurance coverage.
- To participate in weekly supervision meetings with the site supervisor.
- To meet in the online supervision meetings provided by the Faculty Supervisor to ensure satisfactory progress.
- Privacy of Student Records. The parties understand that the district is subject to FERPA (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g) and agree to treat any student education records it receives pursuant to this Agreement to be in compliance with FERPA and its regulations. The parties agree to protect the privacy of student data and educational records in a commercially reasonable manner and shall not transmit, share, or disclose any data about a student without the student's and student's parents written consent, except to other School officials who seek the information within the context of his/her professionally assigned responsibilities and used within the context of official school business. The parties shall promptly report to the school district any disclosure of school district's student educational records.

For Site Supervisors

As much as possible in the 14 weeks, the counselor-in-training should have an opportunity at experiencing a multitude of school counselor activities and tasks. Please provide your initials below the explanation of Direct and Indirect Counseling service experiences:

Direct School Counseling Services Defined:

For the purposes of this Counseling Practicum Supervision Contract, direct school counseling activities shall be defined as including any of the following activities:

- Individual counseling or co-counseling
- Group counseling or co-counseling
- Crisis management counseling or co-counseling
- Delivery of school counseling core curriculum lessons

40 Direct School service hours are required. Candidate may not count more than 10 hours of any one activity listed toward total of Direct Hours with the exception of individual counseling sessions.

_____ **Site Supervisor Initials**

Indirect School Counseling Services Defined:

For the purposes of this Counseling Practicum Supervision Contract, indirect school counseling activities shall be defined as including any of the following activities directly pertaining to this counseling practicum experience:

- Counseling screening, assessment, and testing
- Weekly meetings with Site Supervisor;
- Practicum course weekly zoom meetings and Faculty Supervisor;

- Staff meetings/training activities related to school counseling;
- Student staffing's and student intervention study teams (RtI, MTSS, etc);
- Counseling-related professional development workshops or conferences;
- Site Supervisor shadowing activities;
- Counseling report and record-keeping activities;
- Student referral activities;
- Consultation activities;
- Individual Educations Plan and eligibility meetings in the role of School Counselor;
- 504 Plan meetings;
- Other indirect school counseling services as approved by the university supervisor of record.

60 Indirect School service hours are required. Candidate may not count more than 10 hours of any one activity listed toward total of Indirect Hours.

_____ **Site Supervisor Initials**

Following the approval of the internship agreements by the Internship Coordinator, all parties will be given a copy of this document.

The following signatures verify agreement to the above stated conditions:

Signature of Counselor-in-training _____ Date _____

Signature of Site Supervisor _____ Date _____

Signature of Site Administrator _____ Date _____

Signature of Faculty Supervisor _____ Date _____

If there are any questions, please contact the Faculty Supervisor. Contact information on page 5.

Contact Information:

Kathy McDonald, Ph.D., LPC, Sharon James, M.Ed., Laura Lee Stockdell, M.Ed., LPC;
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