



### Clinical Contact Information and Schedule

**Student Name:** \_\_\_\_\_ **Home Phone:** ( ) \_\_\_\_\_

**Work Phone:** ( ) \_\_\_\_\_ **Other Contact Phone:** ( ) \_\_\_\_\_

**Site Name:** \_\_\_\_\_ **Site Phone:** ( ) \_\_\_\_\_

**On-Site Supervisor:** \_\_\_\_\_ **Supervisor's Phone:** ( ) \_\_\_\_\_

**CDFC Individual Hours:** \_\_\_\_ **Yes** \_\_\_\_ **No**      **CDFC Group Hours:** \_\_\_\_ **Yes** \_\_\_\_ **No**

(Note: During a 15 week semester, Clinical requires approximately 8-20 hours of appropriate activities per week. Each Internship requires approximately 20 hours per week.)

Clinical Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_      Hours per week at site \_\_\_\_  
Month      Day      Year                      Month      Day      Year

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						



## **Requirements Agreed Upon by the Site, Student, and TWU**

### **Site Supervision**

The clinical student will receive one (1) hour of individual supervision per week from the person named as the on-site supervisor. Submission of a professional resume and a phone interview with a clinical faculty member is required before the student will be allowed to practice with the on-site supervisor. The supervisor must have a master's degree in counseling or a clinical area and two years experience as a counselor in order to be eligible.

### **Video Capabilities – Permission and Releases**

The clinical student will need to have access to ½” VHS equipment to video tape clients at the site. He/she will bring videotapes to TWU for group and individual supervision with the university professor. Therefore, your site release form must cover “viewing video for supervision and consultation purposes” (or equivalent wording).

### **Client Contact Hours**

The clinical student will average 8-10 client contact hours per week per semester (12 weeks in the summer, 15 weeks in the spring and fall). Students enrolled in the Community Agency or School Counseling Practicum will need to complete 100 logged hours, 40 of which are direct client contact hours. At least 10 of the 40 direct client contact hours must be in group counseling. Students in their Internship semesters will need to complete 300 hours (120 of which are direct client contact hours) per semester at their site. At least 20 of the 120 direct client contact hours must be in group counseling.

### **Access to All Staff Functions**

Because he/she needs a global professional orientation, the clinical student will need to be allowed to attend staffings for his/her clients, including treatment planning, case reviews, and all clinical training. The student will be given exposure to all applicable professional experiences at this site.

### **Type of Site**

This site will provide counseling experience. The site is not a private practice setting, a pastoral counseling center, or a cooperative group private practice.

### **Pay for Services**

The clinical student is not currently on the payroll of this site (unless employed in a public school setting or employed as a school counselor), nor has he/she been promised a position with pay. This does NOT eliminate the possibility of future employment opportunities for the student.

### **Charges for Services**

Because of the training level of the student, full fees will not be charged to clients or third party payers for services provided by the student.

**I HEREBY AFFIRM THAT THE REQUIREMENTS ABOVE HAVE BEEN MET AND WILL BE KEPT THROUGH THE STUDENT'S CLINICAL EXPERIENCE.**

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 Student's Signature

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 Date

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 Signature of Site Supervisor

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 Date

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 Signature of Site Director or Administrator

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 Date

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 Signature of TWU Program Coordinator/Supervisor Date