



# CAPELLA UNIVERSITY

## FIELDWORK TRAINING AFFILIATION AGREEMENT

### I. Parties to the Field Training Agreement:

This agreement (the "Agreement"), dated \_\_\_\_\_, is made among the following parties:

Capella University, located at 225 South 6<sup>th</sup> Street, 9<sup>th</sup> floor, Minneapolis, MN 55402, the practicum/intern site (the "Site"), named ~~<Site/Facility Name>~~The School Board of Clay County Florida with its primary location of business at 900 Walnut Street, Green Cove Springs, FL 32043~~<Street Address, City, State, Zip>~~, and the practicum/intern learner (the "Learner"), named (please print) \_\_\_\_\_.

### II. Term of the Agreement; Notices:

Please include the dates for practicum and internships.

This Agreement shall be effective from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_.

This Agreement may be terminated by either party with 30 days' written notice.

#### Notices:

<u>For:</u>	<u>School Board of Clay County Florida</u> <u>900 Walnut Street</u> <u>Green Cove Springs, FL 32043</u>	<u>For:</u>	<u>Capella University</u> <u>Capella Tower</u> <u>225 South 6<sup>th</sup> Street, 9<sup>th</sup> Floor</u> <u>Minneapolis, MN 55402</u>
<u>Attn:</u>	<u>Legal Contact Name</u>	<u>Attn:</u>	<u>Office of General Counsel</u>
<u>Email:</u>	<u>Legal Contact Name Email address</u>	<u>Email:</u>	<u>contracts@capella.edu</u>
<u>Phone:</u>	<u>###.###.####</u>	<u>Phone:</u>	<u>612.977.5220</u>
<u>Fax:</u>	<u>###.###.####</u>	<u>Fax:</u>	<u>612.977.5057</u>

### III. The School of Social and Behavioral Sciences, Department of Counseling, Mental Health Counseling Specialization at Capella University Agrees:

1. To assign a Capella University fieldwork course instructor to facilitate communication among the University, the Learner, and the Site supervisor.
2. To provide the Site supervisor with the following support materials:
  - A copy of the Site supervisor orientation PowerPoint presentation
  - All evaluation forms required to assess the performance of interns
  - Weekly observation and monitoring of fieldwork Learner by the Capella University instructor via online courseroom discussions and group phone supervision.
3. To maintain regular contact every other week during the quarter between the faculty instructor and Site supervisor.
4. To notify the Learner that he/she is responsible for complying with all policies and procedures governing interns at the Site.

5. To provide immediate consultation with the faculty instructor should disagreements arise between the Learner and the Site supervisor (acknowledging that the Site supervisor has primary authority for all activities of the Learner at the Site).
6. To assure that the faculty instructor for practicum and internship will assign a satisfactory or non satisfactory grade upon receipt of all documentation and evaluation forms from the Site supervisor.

**IV. The Practicum/Internship Site Agrees:**

1. To assign a Site supervisor(s) who is currently licensed in his/her state, has education/training in counseling supervision, and who has at least two years of relevant clinical experience.
2. To provide a copy of the current license and a current curriculum vitae of the Site supervisor(s) to the intern to submit with his/her fieldwork application and to provide renewed licensure documentation, as needed.
3. To provide opportunities for the Learner to engage in a variety of appropriate training activities, as noted in the fieldwork application, under the supervision of the approved supervisor, which will meet the minimum number of required hours as specified in the fieldwork application. To provide an opportunity to allow at least one audio or video recording of a Learner conducting a live session with a client.
4. To provide the Learner with adequate workspace, telephone, office supplies, and staff support to conduct professional activities appropriate to the practicum or internship.
5. To provide the Learner with at least one hour of scheduled, face-to-face supervision each week (dyadic or triadic) and to meet the minimum number of required supervision hours for each quarter.
6. To review and sign the Learner's weekly time logs.
7. To review the Learner's activities at the conclusion of fieldwork training and verify hours were completed by signing Activity Logs and completing the Site supervisor evaluation form.
8. To provide formal evaluation of the Learner on forms provided by Capella University and submit them within the required timeframe to both the fieldwork instructor and the Learner.
9. To notify the fieldwork instructor immediately if there are any changes to the contract, including dates, hours, supervision, etc.

**V. The Learner Agrees:**

1. To complete prerequisite coursework and experiences prior to initiating fieldwork. Learner agrees to fulfill prerequisites in their entirety in order to ensure readiness for field training.
2. To immediately notify the fieldwork instructor if there are any changes to the contract including dates, hours, supervision, etc.
3. To abide by all rules and regulations in the state in which they are completing fieldwork.
4. To be familiar with and uphold the ethical guidelines governing their clinical work.
5. To follow all relevant policy, procedure, rules, and standards of the fieldwork Site.
6. To maintain a current log of all activities.

- 7. To participate fully in the online course room component and weekly group supervision meetings of the field training course and complete all related assignments at a passing level.
- 8. To notify the fieldwork instructor if an absence of seven (7) days or more occurs from the training Site.
- 9. To participate in Site training and other activities offered by the Site which may be required for fulfilling practicum/internship duties.
- 10. To be responsible to obtain additional training and/or education, as deemed necessary by supervisor, Capella faculty, or Clinical Coordinator in order to conduct activities required at the training Site.
- 11. To carry his/her own personal professional liability (malpractice) insurance at the \$1,000,000 incidental and \$3,000,000 aggregate levels for the full duration of your practicum or internship experience. Learner also agrees to provide the Site supervisor with a copy of the Learner’s professional liability insurance policy, as requested.
- 12. The Learner also agrees to complete all screening procedures and checks required by the Site, such as criminal background check, fingerprinting, physical exam, or drug testing. The Learner and Site will work out the details of these additional Site requirements. This will be at no cost to the Site.

**VI. Signatures and dates:**

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Site Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicable)

Learner: \_\_\_\_\_ Date: \_\_\_\_\_

Capella University Clinical Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions, please contact the Clinical Coordinator for your program:**

Mental Health Counseling: [FieldworkMHC@Capella.edu](mailto:FieldworkMHC@Capella.edu)

Marriage and Family Therapy: [FieldworkMFT@Capella.edu](mailto:FieldworkMFT@Capella.edu)

Addiction Counseling: [FieldworkAC@Capella.edu](mailto:FieldworkAC@Capella.edu)

School Counseling: [FieldworkSC@Capella.edu](mailto:FieldworkSC@Capella.edu)

Career Counseling: [FieldworkCC@Capella.edu](mailto:FieldworkCC@Capella.edu)