



Practicum Agreement Form

Thank you very much for agreeing to support a Luther student by accepting them as a placement student with your agency.

Once students have been accepted into a placement, the following forms must be completed by their clinical supervisor and submitted to the practicum coordinator BEFORE they begin seeing clients at their placement.

It is recommended that the student meet with their clinical supervisor to work through this form, so expectations are clear. The forms should be signed by both the student and the supervisor and returned to the student who will then send all the forms to the practicum coordinator.

Practicum Placement Profile			
Practicum Student Information			
Student Last Name:	First Name:	Student ID:	
Placement Timelines Start dates	Year:	Spring start: May-April 12-month	Fall start: Sept-April 9-month
Practicum Agency Information			
Name of Agency	Phone: Address:		
Agency Contact:	Position: Email: Phone:		

Primary Supervisor Information – Please Attach CV and return with this agreement.

Primary Clinical Supervisor Name:	Position: Email: Phone:
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Primary Clinical Supervisor Regulated College	College of Registered Psychotherapists of Ontario	Reg #
	Ontario College of Social Workers and Social Service Workers	Reg #
	College of Psychologists of Ontario	Reg #
	College of Nurses of Ontario	Reg #
	College of Occupational Therapists of Ontario	Reg #
	College of Physicians and Surgeons of Ontario	Reg #

Supervision Training and Experience: 5 years’ experience, 30-hour supervision course or Directed learning, independent practice required. [See CRPO requirements here](#). Please outline supervisor’s training and experience below:

Please explain the Supervision Philosophy/Framework/Modalities:

Secondary Clinical Supervisor Information - Please Attach CV and return with this agreement.

Secondary Clinical Supervisor Name:	Position: Email: Phone:	
Secondary Clinical Supervisor Regulated College	College of Registered Psychotherapists of Ontario	Reg #
	Ontario College of Social Workers and Social Service Workers	Reg #
	College of Psychologists of Ontario	Reg #
	College of Nurses of Ontario	Reg #
	College of Occupational Therapists of Ontario	Reg #
	College of Physicians and Surgeons of Ontario	Reg #

Supervision Training and Experience: 5 years' experience, 30-hour supervision course or Directed learning, independent practice required. [See CRPO requirements here.](#) Please outline supervisor's training and experience below:

Please explain the Supervision Philosophy/Framework/Modalities:

Agency requires the following prior to starting placement:

Vulnerable sector check:

Immunization/vaccination forms:

Others: Please explain below (mask fitting, TB testing):

Health and Safety

Please complete this form and return to the student so they can submit it along with their other documents. [Pre-Placement Safety Review and Declaration](#) - must be downloaded and signed by the placement site head or clinical supervisor.

Agency Mandate

Please briefly describe the Agency's mandate (e.g., Client population, number of clinicians, number of practicum students, etc.)

Does this type of therapy occur at the practicum site or from the student's home?

Please explain the emergency and safety protocols in place for students working online either on site or from their homes (note if the student's supervisor or another on-call supervisor is available):

Please fill in any other opportunities below not already mentioned:

Please fill in the therapeutic modalities students will be using and training in at your agency and with which demographic they will be used: NOTE: Luther does not approve alternative therapies and/or practices, only those modalities outlined on this link by the CRPO.	Children (< 10 years)	Youth (11-17 years)	Adults (18+)

Please fill in the most common presenting problems the student will be assessing and treating in this placement

Student Milestones, Goals, and/or Remediation

If a student is unable to complete a placement, please explain the process in place at the practicum site to care for their clients:

In addition to the mid-term and final evaluations, if a student is not meeting their learning goals and milestones, the practicum coordinator should be notified, and a remediation process put in place. What process is in place for remediation? How is this communicated to the student and what documentation is in place?

Practicum Expectations			
Please (x) yes or no column and comment	YES	NO	Comments
Students are encouraged to audio or video record sessions for supervision			How many? How often?
Agency provides practicum clinical orientation – including site specific record and clinical note training.			Please explain/outline
Agency provides health and safety orientation			Please explain/outline
There is a qualified supervisor for the student if the original supervisor is unable to supervise weekly. (e.g., Supervisor is away due to illness, holidays, etc.)			Please explain/outline
The Agency has an orientation manual which the student can refer to.			
Student can observe experienced clinicians in action (assuming the client provides consent - shadowing).			Please explain/outline
Student is provided with their own counselling office to see clients.			Please explain/outline

Agency has one-way mirror with audio sound			Please explain/outline
Agency offers group supervision with a qualified supervisor (according to the CRPO guidelines) with a maximum 8 students per group.			Please explain/outline
Agency offers onsite professional development for students			Please explain/outline
Individual or dyadic supervision is available at a ratio of 1 hour for every 4.5 hours of direct client contact.			Please explain/outline
<p>160 direct client contact hours is the minimum expectation from the placement site. Students are required to accrue a minimum of 7-10 direct client contact hours per week to meet this minimum during the first half of their placement. During the second half of their placement students should working 10-15 hours per week with clients. Students are expected to welcome more hours if the placement has the need.</p> <p>Please outline the expected timelines for the student to begin seeing clients and summarize the anticipated plan for increasing their case load after initial training and onboarding.</p>			

Please fill in any other expectations or activities that are required (R) or encouraged (E) at the placement. Please denote R or E beside the activity.

Practicum Schedule at Agency	
Schedule	Date/Days/Times
First day student expected on site – Orientation (May or Sept)	
First day student expected on site – seeing clients or shadowing (May or September)	
Last day student expected on site (April). April 29 th is the last day of WLU term and student are not insured beyond this date.	
Hours student expected on site – note days and hours each day (i.e., Mon/wed 9-4)	
Supervision days/times with primary supervisor	
Please make note of any other scheduled activities/training or group supervision	
<p>Vacation & Time Off</p> <p>Students are expected to take minimal time off during their placement. They are expected to be seeing clients consistently during the year and, if the agency is open, between Christmas and New Year’s break as this is the time clients need support. Students taking time off in the summer months should not apply for a placement that starts in the summer term. If students need time off for summer courses this must be negotiated prior to accepting the placement offer so that client disruption can be minimized.</p> <p>Please Outline the vacation and/or time off policy for students in terms of how much time off is allowed, how much notice and to whom the request should be made.</p>	

Please read the following and complete this form by signing at the bottom of this document.

Student, Placement Site and Luther Responsibilities

1. Student Responsibilities

The practicum site placement is generally expected to be similar to an employment relationship for both the student and the placement site. This refers to areas of equal opportunity, freedom from harassment of any form, site operational policies, grievance, and discipline procedures relevant to the site and client-therapist, colleague and supervisor relationships or responsibilities.

- 1.1. Students are to participate in all orientation procedures, staff meetings and any other clinical opportunities that are deemed appropriate by the supervisor and would contribute to the student's learning.
- 1.2. Clinical hours can only be accrued for direct contact with clients in a designated counselling session or educational or therapy groups. Online counselling sessions count as face-to-face. However, students should be keeping track on the sheet provided in this handbook of other activities that occur on the practicum.
- 1.3. The student will develop a learning covenant for the practicum and give the site supervisor and the professor of the Practicum course TH664M a copy as requested in the TH664M course syllabus.
- 1.4. Students will always maintain confidentiality at their practicum placement site and in the TH664M class. Clinical Case discussions in the TH664M class must be presented with respect toward the client and with as much confidentiality as possible i.e., using pseudonyms and providing only the most necessary personal information about the client.
- 1.5. Students are to strictly observe client confidentiality and their duty to access, use and disclose client personal information as authorized by the Practicum Site (both during and after their Placement). Confidentiality is life-long.
- 1.6. Clinical hours cannot be accrued at a practicum site or with a supervisor that has not been approved by the Practicum Coordinator.
- 1.7. Evening hours are expected at most practicum sites. The student will negotiate their time at the practicum site with their clinical supervisor. Any planned or unexpected absences will need to be addressed with the site supervisor.
- 1.8. If the student experiences difficulty accruing the 160 clinical hours, they may continue to see clients until the number of hours has been met. The Practicum Coordinator, the site supervisor, and the practicum site must approve this decision. If an extension into the spring/summer term is approved by all, the student will need to petition for an extension for the Practicum course (TH664M).
- 1.9. Practicum students are expected to abide by the Code of Ethics of the College of Registered Psychotherapists of Ontario and any Professional Association the student intends to join after graduation.

- 1.10. Practicum students breaching the CRPO code of ethics or the student [academic](#) or [non-academic](#) code of conduct at Luther/Wilfrid Laurier University will receive a failing grade for the practicum course, be removed from their placement, and/or removed from the program. Please see this link for [the CRPO code of ethics](#) and the WLU codes of conduct linked above.
- 1.11. After acceptance into a placement, students are responsible for making an appointment with their potential supervisor at their site to complete the Luther and WLU required documentation. All three documents should be sent to the Luther practicum coordinator at the same time in one email, rather than sending items one at a time over a period of time. Students will not be able to begin seeing clients until the following documentation has been submitted to the practicum coordinator:
 - 1.11.1. The practicum agreement form – signed by the student and the supervisor
 - 1.11.2. [The WLU student declaration of understanding – signed only by the student](#)
 - 1.11.3. The WLU Unpaid Work Placement Health and Safety Orientation Certificate (self-registration on MyLS). Completed by the student.
 - 1.11.4. Students who begin seeing clients without submitting these forms to the practicum co-ordinator will be terminated from their placement and their Luther program for working unethically and without insurance. These forms are required for insurance purposes.
- 1.12. Students will complete all the appropriate forms in the supervisory process as is required by the supervisor and/or practicum sites.
- 1.13. Students are not paid for their practicum hours. Client fees for the student's work are normally used to pay for their in-house supervision. However, some sites do charge a nominal administrative fee of \$100 or \$150 per month which is a reasonable fee.
- 1.14. Students are expected to follow the health and safety protocols put forth at the practicum site, including any city, provincial, or federal guidelines and/or mandates.
- 1.15. Students are expected to confirm with their supervisors or the practicum facility, who their primary contact is in case of a client emergency.
- 1.16. Students are responsible to attain and must confirm with their potential placement sites what documentation is necessary before starting their placement. It is the student's responsibility to acquire this documentation in a timely fashion, so their placement start date is not affected. Confirming what documentation is needed before starting their placement is usually discussed once you been accepted into the placement. Any documentation would be required before starting the placement and/or seeing clients:
 - 1.16.1. Hospital settings may require the following:
 - 1.16.1.1. Proof of Immunizations, including Covid
 - 1.16.1.2. Tuberculosis Testing
 - 1.16.1.3. Mask fitting
 - 1.16.2. Hospital and all other clinical settings will require:
 - 1.16.2.1. Vulnerable Sector check
- 1.17. Students are expected to know that their supervisor has met the CRPO requirements for supervision and which college their supervisor is registered with (CRPO, Social Work etc.).

- 1.18. Students must understand the facility or supervisor policies regarding safety planning, assessment, and emergency protocols, whether working at the facility in person or when doing telemedicine or online counselling.
- 1.19. Students will negotiate with their clinical supervisor any absences from the clinical placement and advise the Luther practicum co-ordinator.
- 1.20. Students are expected to spend additional time on course readings and assignments; in other words, course readings and assignments are not considered instructional hours.
- 1.21. The placement site can extend the placement of the student if it is agreed upon by the placement site, the student, and Luther. If an extension is requested into the spring term, the student must request (petition) to stay enrolled in TH664M for one extra term. The student must ask their practicum teacher at least 6 weeks prior to the needed extension. Students must also be enrolled in a spring term course to maintain liability insurance.
- 1.22. The minimum number of hours required by Luther is 160 DCC, however, if the placement site requires the student to attain more hours based on the needs of the client load, the student should identify these expectations at the beginning of their placement.
- 1.23. Once the student has been accepted into a placement, they must honour that commitment and stop interviewing/looking for other placement opportunities; the commitment to the placement site, the clients, and the staff is a priority.
- 1.24. Students are only allowed to be at one site with one supervisor for the entirety of their placement. Only in situations where students are not meeting their DCC hours should they contact the practicum coordinator to seek out auxiliary placement options.

2. Practicum Site Responsibilities

The practicum site is aware the students are inexperienced practitioners and will provide students with clinical supervisors who meet the supervisor requirements of the CRPO.

Practicum Supervisor Responsibilities

- 2.1. The practicum site and on-site supervisor takes full responsibility for the safe and effective care of all clients seen by students.
- 2.2. If the practicum student is unable to continue their placement due to extenuating circumstances, the practicum coordinator must be contacted.
- 2.3. The practicum site supervisor provides 1 hour of individual supervision per week or 1.5 hours per week of dyadic supervision for the full length of the placement OR 1 hour of supervision for every 4.5 hours of direct client contact.
- 2.4. The practicum site supervisor should directly observe the student's work with clients at some points over the course of their placement (i.e., beginning, middle, end) and/or allow the student to audio or video record live sessions for supervisor feedback, instructions and/or guidance. The practicum site is responsible for attaining recording consent from the client.

- 2.5. The practicum site supervisor will provide Luther with a mid-term evaluation of the student's work by early January and a final evaluation at the end of the practicum placement (usually April or August depending on the student end date).
- 2.6. Clinical hours cannot be accrued at a practicum site or with a supervisor that has not been approved by the Luther practicum Coordinator.

Practicum Site Responsibilities

- 2.7. The practicum site will provide a Registered Psychotherapist to supervise the student at the site and ensure the supervisor meets the CRPO supervisor requirements/credentials.
- 2.8. The practicum site will provide the student with a minimum of 160 direct contact clinical hours in spiritual care, psychotherapy, and/or spiritually integrated psychotherapy and 36 hours of clinical supervision.
- 2.9. Students require a minimum of ~7 clients per week (not including cancellations and holidays) to meet their 160-hour goal in 24 weeks for a 9-month placement. This usually means booking 8-10 clients per week.
- 2.10. Students should be onboarded and trained during the first weeks of their placement. It is expected that after the first 4 months (Sept-December) the student will have accrued at least ~70 DCC hours. It is expected that during the first few months of the placement, the student will see fewer clients and as they gain experience will slowly increase their client load. It is expected that students start with 2-3 regular clients and each month slowly increase their case load. Students will likely attain more hours from January to April.
- 2.11. During the second half of their placement; from January– April, the students will be seeing more clients per week usually between 10-15 client hours weekly.
- 2.12. The practicum site is expected to outline the increase of case load process at their site for students in training, so they know what to expect.
- 2.13. The practicum site will ensure the direct contact hours be in the form of individual, family, or couples therapy; the majority of which should be individual therapy.
- 2.14. The practicum site and onsite supervisor will ensure the student understands how to activate a safety plan and the facility procedures for clients in serious distress.
- 2.15. The practicum site clients will be informed at intake that they will be seeing a counselling student working under supervision and that students will be talking about their case to a supervisor.
- 2.16. The practicum site client files are kept at the practicum site following completion of the practicum; the client files belong to the site or supervisor, not the student.
- 2.17. The placement site can extend the placement of the student if it is agreed upon by the placement site, the student, and Luther. If an extension is requested into the spring term, the student must request (petition) to stay enrolled in TH664M for one extra term. The student must also be enrolled in a spring term course to maintain liability insurance.

Practicum Site Orientation and Administration:

- 2.18. The practicum site will provide students with a full orientation to the facility, required equipment, and resources.
- 2.19. The practicum site is aware that clients must be provided to the students; the student is not expected to market and/or find their own clients.
- 2.20. The practicum site will assign clients to the student based on the client issues and the student's level of skill development.

Practicum Site - Telemedicine/Virtual/Online (TVO) Counselling:

- 2.21. The practicum site and/or onsite supervisor will decide if TVO counselling is permitted by the student, based on their skills.
- 2.22. The practicum site and/or onsite supervisor will decide whether TVO counselling must occur at the practicum site facility or if it is permitted from the student's home.
- 2.23. The practicum site and/or onsite supervisor will provide TVO counselling training if this modality is required by the site.
- 2.24. The practicum site and onsite supervisor will provide adequate supervision for the student whether they are working onsite at the facility or if the student is doing TVO counselling from their own home.
- 2.25. If the student is permitted to provide TVO counselling from their own home, the facility and onsite supervisor must ensure that on-call supervision is available for support.
- 2.26. If the student is permitted to provide TVO counselling outside the business hours (evenings, weekends/holidays) of the facility, the facility and onsite supervisor must ensure that on-call supervision is available for support. The practicum site and/or onsite supervisor must ensure students do not provide TVO counselling on evenings, weekends and/or holidays when the facility is closed and/or supervisor support is not available.
- 2.27. The practicum site and supervisor will ensure the student is aware of the safety protocols necessary for doing TVO counselling, whether this is done in the student's home or at the facility.
- 2.28. The practicum site and supervisor will ensure the student is aware of the safety protocols (Safety planning) necessary for doing TVO counselling, whether this is done in the student's home or the facility.
- 2.29. The practicum site and supervisor will ensure the student is aware of the emergency protocols (calling 911 or breaking confidentiality) necessary for doing TVO counselling, whether this is done in the student's home or the facility.
- 2.30. The practicum site and supervisor will ensure the student is using HIPAA compliant platforms for virtual counselling.
- 2.31. The practicum site will ensure that clients sign an informed consent form that acknowledges the limitations regarding confidentiality, even when using a HIPAA compliant platform.

3. Martin Luther University College Practicum Responsibilities

- 3.1. Luther will appoint a key contact – the practicum coordinator – whose responsibility it is to liaise with Practicum Site staff (supervisor, administration, human resources), the student and the practicum course professor.
- 3.2. Luther will orient students to the practicum placement process and provide a list of potential practicum placement and/or SPE sites to students. Luther does not guarantee students a placement and Luther does not employ a matching program. Students are responsible to find and interview for their own placements based on the criteria set forth in the practicum handbook and the MA and MA-MDiv. Double degree student handbooks.
- 3.3. The practicum coordinator may collaborate with the onsite supervisor and course instructor to support the student when they are not meeting the learning objectives of the clinical site or the course objectives of TH664M
- 3.4. The practicum coordinator will ensure each placement site meets the clinical requirements outlined by Luther and the TH664M practicum class.
- 3.5. Wilfrid Laurier University will provide and maintain \$5,000,000 (per occurrence) in liability insurance. Students must be registered in courses at Luther to acquire this insurance.
- 3.6. Luther will provide and maintain insurance certificates for placement sites. These are renewed annually, January 1 and can be sent to placement sites upon request.
- 3.7. Luther and the Practicum Sites will collect, use, disclose, and otherwise handle student personal information independently of each other in accordance with applicable privacy legislation.
- 3.8. Luther is not responsible for the loss of, unauthorized access to or unauthorized disclosure of student personal information that is in the practicum site's control, including any notification and reporting obligations.

4. Premature Ending of a Placement

Occasionally, a practicum experience will become more difficult than is helpful for the student, supervisor, the clinical site, and/or the clients at the clinical site. Learning goals may not be being met by the student in a timely matter or the student may need more remedial assistance in their placement in terms of skills and/or ethics. In addition, if there begins to be relational difficulties in the practicum between the student, the clients, the supervisor and/or the site, students can contact the Practicum Coordinator for mediation. If possible, a solution to the current difficulty should be sought among the parties involved, however, it may become necessary to prematurely end the practicum. The following steps should be taken if difficulties arise with the on-site practicum supervisor:

First Level: Where there is a disagreement between the student and their on-site supervisor, the parties should first strive to mutually resolve the issue among themselves.

Second Level: If the conflict cannot be resolved between the initial parties, the Dr. Ara Parker (aparker@luther.wlu.ca) should be contacted to assist with mediating the situation. The practicum coordinator will meet with the parties involved in the dispute, individually and then together, with each party involved in the conflict having the opportunity to describe their understanding of the nature of the problem and the issues involved. Note: If the practicum coordinator is also the student’s practicum supervisor or practicum course (TH664M) professor, the student may then contact Kristine Lund (klund@luther.wlu.ca), the Principal-Dean of Luther, for mediation between the placement site and the student.

Third Level: Should a resolution still not be achieved via the practicum co-ordinator, the issue should be escalated to the office of the Principal-Dean, Kristine Lund (klund@luther.wlu.ca). The PD will meet with the parties involved in the dispute, individually and then together, with each party involved in the conflict having the opportunity to describe their understanding of the nature of the problem and the issues involved. The Principal-Dean will then work either directly with the parties involved, or by delegating such efforts to a restorative justice consultant, in order to seek resolution. Note: If the Principal-Dean or the Department Head is associated with the student’s practicum site and/or their practicum course (TH664M) the student may then contact the Assistant Dean Allen Jorgenson (ajorgenson@luther.wlu.ca).

If a student fails the practicum placement, they automatically fail TH664M. If this occurs, the student will be put on academic probation and may be removed from the program. The student, may, however be allowed to repeat TH664M and begin another placement the next year. Any clinical hours accrued in the current failed practicum would count towards the student’s CRPO total hours, but they **cannot** be used again when the student repeats TH664M; the student must begin accruing the full 160 hours again when they re-register for TH664M. Once they pass TH664M, the student comes off academic probation. Depending on the reason and timing of the premature ending of the practicum, the student will discuss with the Practicum Coordinator the next steps in the process.

Practicum Agreement Signatures	
In signing, I am indicating my willingness to be the supervisor of the above-named student and follow the guidelines and responsibilities outlined in this agreement. I agree to consult with the Practicum Coordinator at Luther as needed. I support the practicum structure as outlined in the Practicum Agreement Form and in the student’s learning covenant.	
Clinical Supervisor Signature	Date
Student Signature	Date
Luther Practicum Coordinator	Date