

University of Oregon Counseling Psychology Doctoral Program
External Practicum (Externship and Program Sanctioned Hours) Agreement (non-binding)

Student	Name:	
Student's CPSY Advisor	Name:	
Training Site	Name:	
	Address:	
Site Supervisor who is legally responsible for the direct service being provided by the student	Name and Degree/Credential:	
	License #:	
	Email:	
	Phone Number:	
Peer Supervisor , whose supervision is supervised by the Site Supervisor (if applicable)	Name and Degree/Credential:	
	Email:	
	Phone Number:	
If Site Supervisor is <u>not</u> a licensed psychologist, Licensed Psychologist in the CPSY Department Providing Weekly Consultation (if applicable)	Name and Degree/Credential:	
	License #:	
	Email:	

Term, Hours/week, and Credits:

(provide required information for each term you will be engaged in the experience)

- Summer 20____, ____ hours/week
- Fall 20____, ____ hours/week, (if applicable: ____ credits¹).
- Winter 20____, ____ hours/week, (if applicable: ____ credits¹).
- Spring 20____, ____ hours/week, (if applicable: ____ credits¹).
- Summer 20____, ____ hours/week

Licensed Site Supervisor agrees to:

- Contact the CPSY DCT immediately should any ethical or professional concerns arise involving the student.
- Provide (or supervise the supervision of the named peer supervisor in providing) a minimum of 1 hour of supervision² to the student for every 10 hours of direct client contact.
- Take the following actions...
 - ...mid-way through the experience (i.e., in mid-to-late February for all external practicum experiences):**
 - Complete at least one direct observation³ of the services provided by the student.
 - Complete a *formative* evaluation of the student's professional competencies sent to you by CPSY.
 - Meet with the student to discuss the student's *formative* self-assessment and your *formative* evaluation of the student's professional competencies, and the student's evaluation of your supervision competencies.
 - ...at end of the experience (i.e., in early-to-mid June if student is registered for externship credits⁴):**
 - Complete at least one direct observation² of the services provided by the student since the student's formative evaluation.
 - Complete a *summative* evaluation of the student's professional competencies sent to you by CPSY.
 - Meet with the student to discuss the *summative* evaluation (in relation to the student's *summative* self-assessment of their competencies) and the student's evaluation of the supervisor.
 - **Sign** a printed copy of the student's Time2Track Activity Summary (provided to you by student), documenting all intervention, assessment, supervision, and support hours completed at site. Upload a scanned copy of the signed Time2Track Activity Summary with the student's *summative* evaluation.⁴

¹ For students enrolling in **CPSY 606: Prac Extern** in conjunction with this experience: Students must specify the number of credits for which they will register in each term. For each **1 credit**, students must spend **40 hours per 10-week term** in externship work (i.e., 4 hours/week), including intervention, assessment, supervision, and support hours. Students wishing to increase the credits/total hours per week documented in this agreement must seek explicit approval before engaging in this work (see **CPSY handbook for process required for obtaining approval**). This approval must be documented in writing and submitted to cpsy@uoregon.edu as a supplement to the original agreement.

² **In-person supervision is strongly preferred** over synchronous audio and video telesupervision, to best comply with APA accreditation implementing regulations. Students and supervisors must complete the addendum on the last page if *any* amount of telesupervision will be used during the external practicum experience. Supervision may be **individual or group**; however, the **ASPPB strongly recommends at least 75% of supervision be provided as individual supervision**.

³ **Observation** can be real-time in-person, virtual, or based on audio or video recording. Supervisors conducting direct observation **must** be licensed in their discipline and legally authorized for independent practice in their jurisdiction, and legally responsible for the direct service being provided.

⁴ The *summative* evaluation for experiences **completed solely as program sanctioned hours** should be completed at the very **end of the experience**. When a student engages in program sanctioned hours in the summer **prior to and/or following an externship experience**, supervisors should provide **summative evaluations on the timeline noted for externship**. **Separate Time2Track Activity Summaries** are required for externship and program sanctioned hours (i.e., the Summary for program sanctioned hours may need to be submitted *after* the *summative* evaluation).

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Student agrees to:

- Contact the CPSY DCT immediately should any concerns arise related to the external practicum experience.
- Participate in a minimum of 1 hour of supervision² with the named site or peer supervisor for every 10 hours of direct client contact. If supervision is provided by peer supervisor, that supervision must be supervised by the site supervisor.
- Complete all professional development activities as required by the site and/or the named supervisor(s).
- **Fully comply with:**
 - The [APA Ethical Principles of Psychologists and Code of Conduct](#).
 - [Oregon laws](#) applicable to training in and the practice of psychology.
 - [Oregon Health Authority \(OHA\) standards](#) for health profession students in clinical training (any associated financial costs are the responsibility of the student).
 - [COE Risk Management Policies](#) that require a current background check.
 - The [UO Student Code of Conduct](#).
 - The direction of clinical supervisors under whose licenses students are practicing.
 - The policies and procedures of the external practicum site.
- Take the following actions...
 - ...mid-way through the experience (i.e., in mid-to-late February for all external practicum experiences)**
 - Complete a *formative* self-assessment of your professional competencies and send it to the named site (and, if applicable, peer) supervisor.
 - Ensure the named site supervisor who is legally responsible for the direct service being provided (not a peer supervisor) has completed at least one observation³ of the services provided by you.
 - Complete a *formative* evaluation of the direct supervisor's (i.e., site or peer) supervision competencies and provide this evaluation to the supervisor.
 - Meet with the named site (and, if applicable, peer) supervisor to discuss your self-assessment and the two *formative* evaluations.
 - ...at end of the experience (i.e., in early-to-mid June if registered for externship credits⁴)**
 - Complete a *summative* self-assessment of professional competencies and send it to the named site (and, if applicable, peer) supervisor.
 - Ensure the named site supervisor who is legally responsible for the direct service being provided (not a peer supervisor) has completed at least one observation² of the services provided by you since your formative evaluation.
 - Complete a *summative* evaluation of the direct supervisor's (i.e., site or peer) supervision competencies and provide this evaluation to supervisor.
 - Meet with the named site (and, if applicable, peer) supervisor to discuss your self-assessment and the two *summative* evaluations.
 - Provide the named site supervisor a printed copy of your Time2Track Activity Summary, documenting all intervention, assessment, supervision, and support hours completed at the site.⁴
- **If completing any portion of the experience as an externship (vs. program sanctioned hours),** register for the appropriate number of CPSY 606 externship credits¹ during each term of the externship experience.

Our signatures below indicate approval and acknowledgement of the conditions of this agreement:

Student Date

Peer Supervisor (if applicable) Date

Student's Advisor Date

Site Supervisor Date

CPSY Director of Clinical Training Date

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Telesupervision Addendum

Per current APA Implementing Regulations⁵ for Standards of Accreditation:

- **Supervision** is characterized as an interactive educational experience between the trainee and the supervisor. This relationship: a) is evaluative and hierarchical, b) extends over time, and c) has the simultaneous purpose of enhancing the professional functioning of the trainee; monitoring the quality of Health Service Psychology services; and serving as a gatekeeper for progress or completion.
- **Telesupervision** is supervision of psychological services through a synchronous audio and video format where the supervisor is not in the same physical facility as the trainee.
- The student must have had **sufficient experience and in-person supervision in intervention** at the doctoral (vs. master's) level and possess a **level of competence** to justify this modality of supervision in their sequence of training.

To ensure compliance with APA requirements for telesupervision, students must answer the following questions (after consulting with the named site supervisor) and include the completed addendum when submitting their approved external practicum agreement:

1. What percentage of your total supervision at this site will comprise telesupervision? _____%
2. Describe the rationale for using telesupervision (vs. in-person supervision) during this external practicum experience. *(The rationale should speak to how it benefits you in meeting APA required competencies.)*
3. Describe how you will have access to non-scheduled consultation and crisis coverage during this external practicum experience.
4. Describe how the client's and your privacy, and the client's confidentiality, will be assured during telesupervision meetings. *(At minimum, describe the privacy of the settings in which you and your supervisor(s) will each be during supervision, the security of the technologies used for telesupervision [e.g., Will HIPAA-protected Zoom be used?], and how any identifiable information about clients will be shared in a HIPAA-compliant manner.)*
5. Has the person(s) who will be your site (and, if applicable, peer) supervisor previously provided telesupervision to other psychological trainees at this site (or another site)?
 Yes No

If your answer to question 5 is "no": What education in the use of this technology and/or technological resources are required by your site (and, if applicable, peer) supervisor? *(Note: You must provide documentation confirming that the education and/or resources listed above will be provided/available to your site (and, if applicable, peer) supervisor prior to the start of this experience.)*

⁵ C-13 D, effective July 2023; <https://accreditation.apa.org/policies>