



*Fieldwork Site Agreement
Educational Counseling Program*

As the On-Site Supervisor, I agree to provide the experiences and supervision necessary to meet the California Commission on Teacher Credentialing (CCTC) and American School Counselor Association (ASCA) standards for the profession.

Site Supervisor Name: _____

Position: _____ Phone: _____

Supervisor's Email Address: _____

Years of School Counseling Experience: _____

** Note a minimum of 2 years of experience is required in order to serve as a site supervisor.*

I will be providing supervision for:

Student Name: _____ Phone: _____

Email: _____ Semester/Term & Year of Placement: _____

Fieldwork Site Name: _____

Address: _____

City: _____

The student will be working at the site and receiving supervision between the following dates _____ to _____.

**Dates must cover the entire period of time the school counselor trainee will be at the site.*

As the On-Site Supervisor, I agree:

1. To provide a thorough orientation to the fieldwork site and its personnel, administrative policies, standards, and practices.
2. To provide a minimum of 200 hours of school counseling experience with approximately 160 hours of direct student contact.
3. To collaborate with the student to develop objectives for the fieldwork experience (i.e. what they want to learn, strengthen, gain, etc.). I will provide

suggestions and guidance in terms of realistic activities that can be completed within the time constraints of the experience.

4. There is no personal or professional relationship which could influence my ability to maintain appropriate boundaries with the school counselor trainee (e.g., dual relationships, a principal who regularly evaluates the school counselor trainee, relative, etc.).
5. To ensure that the school counselor trainee's role and responsibilities at the site are appropriate for the level of training received, and are communicated to the appropriate staff.
6. To provide on-going feedback during weekly supervision meetings and a final written performance evaluation at the end of the fieldwork experience.

Site Supervisor Signature: _____ Date: _____

As the School Counselor Trainee who will be working at the site named above, I agree:

1. To establish a schedule at the placement site that is compatible with the On-Site Supervisor's schedule.
2. To operate within the procedures and policies of the school/district or agency.
3. To arrange release time from work to complete the fieldwork hours within the agreed upon time frame.
4. To provide the On-Site Supervisor with a copy of the *University of La Verne's Educational Counseling Program: A Guide for Site Supervisors*.
5. To seek assistance from the On-Site Supervisor and/or University Supervisor when dealing with unfamiliar, difficult, high-risk situations or cases.
6. To abide by the ASCA Ethical Standards for School Counselors and seek assistance when dealing with unfamiliar or high-risk situations.
7. To participate in regularly scheduled supervision conducted by my field Site Supervisor and University Faculty Supervisor for the entire duration of the field experience.

School Counselor Trainee Signature: _____ Date: _____