

## FIELDWORK AGREEMENT – FW #7

This agreement is by and between:

College Counseling/Student Services Program within the Counselor Education Program  
Department of Educational Psychology and Counseling  
College of Education  
California State University, Northridge  
Northridge, California 91330-8265  
818/677-2599

**AND:**

College or Agency: \_\_\_\_\_

Area (if more than one service location): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Electronic mail: \_\_\_\_\_

**AND:**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

**FOR THE PURPOSE OF PROVIDING FIELDWORK IN COUNSELING FOR THE ABOVE-NAMED STUDENT.**

**IT IS MUTUALLY AGREED:**

- A. That the above-named college, university or agency shall provide the following services and supervision:
1. An orientation to the college, department, and program as relevant
  2. Definition of specific student duties
  3. Supervisor's responsibilities.

A. Continued

4. Access to audio- or video-taping equipment for Fieldwork students' use. Students will have the opportunity to audio- and/or videotape interactions with student clients for use in supervision. Students will obtain consent in advance from the person being taped.
  
5. Supervision to be performed by: \_\_\_\_\_  
Degree(s)/Credentials/Certification/License(s) held and Dates granted:  
\_\_\_\_\_  
Major field of study: \_\_\_\_\_  
Relevant work experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Review of the student's performance via a **one-hour individual weekly meeting** with the fieldwork student. Additional supervision time in a group setting or at regular staff meetings is also desirable for providing maximum student development, but is not required.
  
7. Weekly review and approval (by initialing) of student's weekly fieldwork hour log.
  
8. Supervision of the student in accordance with the guidelines established by the college or university or school, keeping in mind the enclosed "Standards for Supervisors" adopted by the American Counseling Association (ACA) and the Association for Counselor Education and Supervision (ACES).

B. That the student will:

1. Be at the agreed upon location on the following days at the following times:  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Be assigned the following specific duties and responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- a. Any additional duties/responsibilities that are assigned subsequently during this field experience will be shared with the University fieldwork instructor.

B. That the student will (continued):

3. Attend fieldwork course meetings at California State University, Northridge.
4. Keep a time log of time spent, which will be reviewed and signed or initialed by the field site supervisor on a weekly basis.
5. Complete other assignments required by the university fieldwork professor.

C. That the Counselor Education Program, California State University, Northridge will:

1. Advise the student as to departmental, university, and State requirements involving fieldwork;
2. Provide fieldwork course meetings to discuss common problems and experiences, as well as to assist student in other areas of concern;
3. Provide additional experiences as is appropriate including referrals to professional seminars, counseling sessions, and referral sources.
4. Maintain periodic contact with the field site supervisor and the student to discuss the student's progress, including no less than one on-site visit by the student's university fieldwork professor for the purpose of meeting with the field site supervisor.
5. Maintain appropriate records for registration and grading.

It is the expectation of all three parties involved that the above conditions be met. Should it become apparent that they are not being met by any of the parties, it is imperative that all three parties discuss why these expectations have not been met at the earliest possible date.

**THE FOLLOWING SIGNATURES VERIFY AGREEMENT TO THE ABOVE-STATED CONDITIONS:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

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

University Fieldwork Professor: \_\_\_\_\_ Date: \_\_\_\_\_