



**Office of Student Success  
School Counseling Fieldwork Site Agreement**

Candidates are not to commence hours with the site, including orientation or training, without a fully executed agreement approved by the Office of Student Success.

Term: ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

Start date/format:	
Site Name:	
Address, City, ST:	
Name of Site Supervisor:	
Site Supervisor Telephone	
Site Supervisor Email:	
Name of Site Principal or Administrator:	
Email of Site Principal or Administrator:	

This agreement is entered into between \_\_\_\_\_, the Site  
(Site supervisor name)

Supervisor for \_\_\_\_\_, a student in training from the University of  
(School Counseling student name)

Redlands in the School Counseling program within the Department of Counseling and Human Services.

This School Counseling Fieldwork Site Agreement sets the terms and understanding between the Office of Student Success within the School of Education at the University of Redlands (hereinafter referred to as "OSS"), the Fieldwork Site/Site Supervisor, and the school counseling student in training (hereinafter referred to as "School Counseling candidate"). This School Counseling Fieldwork Site Agreement verifies all parties have agreed to take part in this experience. The OSS, Fieldwork Site/Site Supervisor, and the School Counseling candidate should receive a copy of the completed and signed form for their records.

## Definition of Roles

**School Counseling Candidate:** The University of Redlands' School Counseling student. The student is eligible for advancement to fieldwork candidacy once they have completed the prerequisite requirements.

**Counselee:** The student(s) enrolled at the Fieldwork Site assigned to the School Counseling candidate by the Site Supervisor.

**Site Supervisor:** The appropriately qualified supervisor at the Fieldwork Site.

**EDUC 677 Fieldwork Instructor:** The instructor responsible for group and individual supervision of the School Counseling candidate at the University of Redlands during the EDUC 677 Fieldwork course.

**Fieldwork Site:** The entity where the School Counseling candidate conducts their fieldwork hours. It could be a Pre-K-12, a college-level, or a community-based site.

**Office of Student Success (OSS):** The office that works in conjunction with all three of School of Education departments including the Department of Counseling and Human Services (DCHS). This office is responsible for coordinating fieldwork placements.

**OSS Assistant Director of Academic Advising:** The individual aligned to different departments of School of Education. The OSS Assistant Director of Academic Advising aligned to the DCHS is currently Kristin Grammer (909-748-8817/ [kristin\\_grammer@redlands.edu](mailto:kristin_grammer@redlands.edu)).

**Program Coordinator:** The DCHS faculty member that oversees the school counseling program. The Program Coordinator is currently Dr. Tamara Tribitt (909-748-8793/ [tamara\\_tribitt@redlands.edu](mailto:tamara_tribitt@redlands.edu)).

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## Terms of Responsibilities

The School Counseling Fieldwork Site Agreement will identify the responsibilities of all parties throughout the term of the field placement.

### The OSS is responsible:

1. To ensure the School Counseling candidate holds personal liability insurance, has earned 100 hours of practica experiences and completed all required courses prior to the start of the placement. For School Counseling candidates placed in Pre-K-12 settings, the OSS agrees to ensure the School Counseling candidate has a valid Certificate of Clearance and TB test before the School Counseling Fieldwork Site Agreement is approved.
2. To provide the Fieldwork Site/Site Supervisor with a complimentary Time2Track license to review/approve fieldwork hours and complete evaluation forms required throughout the School Counseling candidate's field experience.
3. To monitor the academic and professional development progress of the School Counseling candidate during the field experience in collaboration with the DCHS.
4. To maintain regular contact with the EDUC 677 Fieldwork Instructor and Fieldwork Site/Site Supervisor.

5. To notify the School Counseling candidate that they are to comply with all university student related policies and procedures as well as the field-specific ethics codes, such as the University Student Conduct Codes and various handbooks, while at the Fieldwork Site.
6. To provide prompt consultation with the EDUC 677 Fieldwork Instructor and/or Site Supervisor, in collaboration with the DCHS, should there be any concern regarding the School Counseling candidate.
7. To compensate the Site Supervisor for professional supervision services in the amount of \$25 for every 50 hours of fieldwork completed by the School Counseling candidate. In between hours will be rounded down. Compensation will be paid at the end of the term and in accordance with the preferences of the Fieldwork Site.

**The Fieldwork Site and/or Site Supervisor is responsible:**

1. To assign a Site Supervisor(s) who has the appropriate credentials and commitment to supervise the School Counseling candidate. A Site Supervisor is required to:
  - a. Hold a master's degree in counseling or a related field.
  - b. Hold a valid Pupil Personnel Services School Counseling Credential (Pre-K-12 settings only).
  - c. Have a minimum of two years' post-degree/PPS experience as appropriate to the candidate's fieldwork setting.
  - d. Have worked at least one year in the school/site where supervision will be conducted.
2. To provide appropriate and qualified training opportunities for the School Counseling candidate. The Fieldwork Site/Site Supervisor will provide a range of professional school counseling experiences where the School Counseling candidate will spend 50% of their time engaged in direct services. See the attached list of direct and indirect activities.
3. To ensure the site supervisor is physically present whenever the School Counseling candidate is on site and to be available via video/phone for consultation when hours are conducted virtually. In rare instances when the assigned Site Supervisor is unavailable, an individual holding the same qualifications as the Site Supervisor may be designated as the substitute Site Supervisor for the School Counseling candidate. Should such an arrangement extend more than two weeks of the School Counseling candidate's time at the school/site, the Site Supervisor is to notify the OSS Assistant Director of Academic Advising listed in this agreement.
4. To provide the School Counseling candidate with training in policies, procedures, and safety precautions before conducting off-site (home) visits. Site is expected to assign experienced individuals to accompany the candidate (in pairs or a team) for off-site visits. School counseling candidates CANNOT conduct home visits alone.
5. To provide the School Counseling candidate with adequate workspace and staff support to conduct professional activities appropriate to the placement.
6. To provide candidates with opportunities to earn diversity hours either related to programming or via individual or group counseling. Hours may be satisfied by working with counselees of diverse backgrounds including socioeconomic disadvantaged, linguistically diverse, counselees who are housing insecure, counselees who are current/former foster youth; counselees with

disabilities (e.g., IEP and Section 504 plans), counselees experiencing issues related to academics or misconduct (e.g., suspension or expulsion from school), counselees who identify as LGBTQ+, counselees who hold historically minoritized racial and ethnic identities; and understand the impact of institutional, local, state, and federal policies for counselees of diverse backgrounds.

7. To provide the School Counseling candidate one hour of individual supervision each week that involves the examination of the candidate's work via the use of audio/video tape or self-report to review skill development, case records, observations, or collaborative service delivery. It is strongly recommended that a set day/time for weekly supervision be established for consistency.
8. To notify the OSS immediately if there are any changes to the contract including start/end dates, supervision, and other matters that impact the School Counseling candidate's learning environment.
9. To properly select and screen counselees that are appropriate for the School Counseling candidate to work with.
10. To provide the School Counseling candidate with emergency protocols as well as assist the candidate in cases of emergencies, possible dangers, and needed referrals when they are working with counselees.
11. To notify the OSS immediately if the School Counseling candidate presents with any concerning behaviors including ethical violations and unprofessional behavior.
12. To provide feedback on the candidate's goals at the outset using the form provided in Time2Track.
13. To verify the completion of the School Counseling candidate's fieldwork hours using the approval feature in Time2Track.
14. To provide formal evaluation of the School Counseling candidate twice per term (week 7 and week 14) using forms initiated by the candidate via Time2Track.
15. To support the training objectives of the school counseling program in the DCHS.
16. To maintain skills, knowledge, and professional attitude related to the process of supervision and skill development of the School Counseling candidate.
17. To ensure the School Counseling candidate is making adequate progress in earning fieldwork hours.
18. To ensure the field site provides the School Counseling candidate the opportunity to earn between 200-300 fieldwork hours per term.
19. To take careful measures to ensure the health and safety of the candidate when they are at the site related to the ongoing impacts of COVID-19. To the extent available, provide support and consideration to the candidate including those who professionally articulate their need to work remotely due to their own health concerns (i.e., immunocompromised) and/or their family/loved ones' health concerns (i.e., immunocompromised) especially those in the same household.

**The School Counseling Candidate is responsible:**

1. To review, sign, and [submit their fieldwork agreement to the OSS](#) by the stated deadline for the upcoming term. The OSS will then route the agreement to the site supervisor, and their

administrator via HelloSign for their electronic signature. Candidates are not to commence hours at the site, including orientation or training, without a fully executed fieldwork agreement approved by the OSS.

2. To become familiar with and adhere to site policies and procedures. In the case of off-site (home) visits, candidates must follow policy and procedures outlined by the field site and/or school district. Candidates are required to conduct home visits in pairs or a team and must abide by safety precautions outlined by the site supervisor or field site policy. School counseling candidates CANNOT conduct home visits alone.
3. To engage in professional school counseling experiences afforded by the Fieldwork Site/Site Supervisor as directed by the Site Supervisor and in accordance with the list of appropriate activities. It is also expected that the School Counseling candidate abide by all University policies and procedures such as the Student Conduct Codes.
4. To set up the site as a placement in Time2Track. Candidates are responsible for the timely entry of fieldwork hours, and to ensure all hours are submitted for approval and evaluation forms are completed by the established deadline for the term.
5. For tracking their diversity hours via Time2Track and to ensure one hundred fifty (150) of their clock hours are devoted to issues of diversity. Hours may be satisfied by working with counselees of diverse backgrounds including socioeconomic disadvantaged, linguistically diverse, counselees who are housing insecure, counselees who are current/former foster youth; counselees with disabilities (e.g., IEP and Section 504 plans), counselees experiencing issues related to academics or misconduct (e.g., suspension or expulsion from school), counselees who identify as LGBTQ+, counselees who hold historically minoritized racial and ethnic identities; and understand the impact of institutional, local, state, and federal policies for counselees of diverse backgrounds.
6. To ensure one hundred hours are earned in each of the three School Counseling domains (social/emotional, academic, and college/career). Candidates are responsible for tracking their domain hours via Time2Track. **This applies to candidates who entered their program in the fall of 2021 only.**
7. To fully utilize supervision. This includes, but is not limited to, being reflectively prepared and willing to asking questions related to the site and/or the counselees, discussing pathways to achieve the goals established at the start of the term, reviewing audio/video recordings of sessions with counselees (if applicable), and receiving feedback in a professional and self-reflective manner.
8. To abide by the ethical standards outlined by American School Counseling Association (ASCA) or the American Counseling Association (ACA).
9. To contact the Site Supervisor immediately in cases where the counselee is in danger of harm to self and/or others. This includes suspicions of harm or imminent danger.
10. To establish goals related to knowledge, school counseling skills, and professional development while at the site. These goals will be reviewed and evaluated during the mid-term and final evaluation. New goals will be established as needed.
11. To notify the Site Supervisor in writing and in advance of any changes to the fieldwork schedule or terms outlined in this agreement.
12. To take careful measures to ensure health and safety when at the site related to the ongoing impacts of COVID-19.



This School Counseling Fieldwork Site Agreement may be modified by mutual consent of authorized officials from the OSS and the Fieldwork Site/Site Supervisor. Changes will be documented in an addendum to this Site Agreement. This School Counseling Fieldwork Site Agreement shall become effective upon signature by the authorized officials from the OSS and the Fieldwork Site and will remain in effect for the term(s) indicated unless modified or terminated by any one of the partners by mutual consent.

**OSS Contact Information:**

Kristin Grammer, M.A. Assistant Director of Academic Advising  
[kristin\\_grammer@redlands.edu](mailto:kristin_grammer@redlands.edu)  
909-748-8817

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**AGREEMENT SIGNATURES**

The School Counseling candidate is responsible to complete page 1, sign below, and [submit their fieldwork agreement to the OSS](#) by the [stated deadline](#) for the upcoming term. The OSS will route the agreement to the site supervisor and their administrator via HelloSign for their electronic signature. The candidate will be notified once the agreement is fully executed and approved by the OSS. The candidate is not to commence hours with the site, including orientation or training, without a fully executed agreement approved by the OSS.

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**School Counseling candidate**

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**Date**

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**Site Supervisor**

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**Date**

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**Site Principal/Administrator**

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**Date**

**FOR OSS USE ONLY:**

**EDUC 677A/B/C Fieldwork Instructor:** \_\_\_\_\_ **OSS Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fieldwork Site approved:** Yes ☐ No ☐

**Notes:**

### List of Suggested Fieldwork Experiences

Below is a list of possible experiences school counseling fieldwork candidates may encounter while accumulating hours. Candidates must conduct 50% of their total fieldwork hours as direct services. The list identifies possible activities that qualify as direct and indirect contact hours. This is not an exhaustive list of all fieldwork experiences available to School Counseling candidates. If questions arise related to what constitutes direct vs. indirect contact hours, the School Counseling candidate must contact the designated OSS Assistant Director of Academic Advising for clarification before arbitrarily counting these hours.

Experiences that qualify for direct contact hours	Experience that qualify for indirect contact hours
<ul style="list-style-type: none"> <li>• Individual counseling</li> <li>• Group counseling (co-facilitating or leading)</li> <li>• Academic advising</li> <li>• Conflict resolution</li> <li>• Career counseling</li> <li>• Classroom lessons</li> <li>• Conducting and leading multidisciplinary meetings (parent conferences, community collaboration, cross-departmental collaboration, FAFSA information session, etc.)</li> <li>• Discussing informed consent with counselees, caregivers, or families in-person via video, or over the telephone</li> <li>• Providing referrals/resources in-person, via video, or via telephone directly to counselees, caregivers, or families</li> <li>• Crisis intervention and/or assessment</li> <li>• In-service presentations</li> <li>• Conducting assessments/tests</li> <li>• Leading webinars</li> <li>• Consultation</li> </ul>	<ul style="list-style-type: none"> <li>• Research and preparation for sessions with counselees</li> <li>• Group planning</li> <li>• Observing multidisciplinary meetings (IEP/Disability Services meetings, 504, SST's, parent/caregiver conferences, cross-departmental collaboration, mediation, etc.)</li> <li>• Writing case notes</li> <li>• Professional development specific to school counseling (conferences*, in-service, etc.)</li> <li>• Event planning for site-specific events (career fair, college fair, FAFSA information session, graduation, student engagement events, etc.)</li> <li>• Supervision</li> <li>• Attending faculty meetings</li> <li>• Developing crisis protocol</li> <li>• Planning in-service trainings</li> <li>• Administrative tasks (emails, phone calls, clerical duties, etc.)</li> </ul>

NOTE: Personal counseling and travel time to and from the field placement site or conferences do NOT count as fieldwork hours.

\*With approval from the site supervisor, candidates may attend professional conferences and count up to a maximum of 10 indirect hours towards fieldwork.