

DEPARTMENT OF COUNSELING MINISTRIES

FIELD EXPERIENCE AGREEMENT

(Form used for MA Human Services, MA Pastoral Counseling, and PhD in Counseling and Psychological Studies programs)

Students must complete a minimum of 125 clock hours during the course of a full semester, 15-week class. Please select the appropriate course that corresponds with your degree program.

- MHPS 696 Field Experience
- HSC 596 Capstone & Field Experience
- PAC 596 Capstone & Field Experience

- 50 DIRECT service hours which may include, but are not limited to, ministry work within an organization such as consulting, individual or group life coaching, individual or group mentoring, prayer face to face or over the telephone, conducting surveys and questionnaires, group facilitation of support groups, hosting seminars, webinars, or other psychoeducational presentations. Direct service hours also include the required meetings with your Site Supervisor and required attendance/meetings with your Faculty Supervisor. Hence, direct service hours should also include individual or group site supervision, individual or group supervision with your faculty supervisor or representative (i.e. Teaching Assistant or Co- Instructor).

- 75 INDIRECT service hours which may include, but are not limited to, ministry work within an organization such as preparation for a life coaching or mentoring session, preparing prayer lists, assisting with outreach efforts, support group development, planning seminars, webinars, and other psychoeducational presentations, attending the organization's meetings and training, participation in professional development training, seminars or conferences on behalf of the field placement site, research and reading for work at organization, creating surveys and questionnaires, writing reports, preparing letters, flyers or other documents, researching, reviewing or revising documents, reviewing client files, and preparing for client interviews and/or meetings.

The Field Experience Site Supervisor agrees to the following:

- 1) To provide the student an opportunity to work in a professional human services environment and to model positive interpersonal behaviors which enhance the supervisory process.
- 2) To meet with the field experience student an average of one hour per week for supervision.
- 3) To conduct supervisory sessions in a professional and ethical manner in order to encourage the development of professional integrity and respect for professional ethics and codes of conduct.
- 4) To respect and foster the individuality of the field experience student and the elements of his/her professional style.
- 5) To help the student work with diverse students and/or clients.
- 6) To provide necessary and appropriate technology that assists the student with learning.
- 7) To provide settings for the student to conduct virtual or face-to-face individual and/or group work assuring privacy and sufficient space and safety for the client and the student.
- 8) To complete the Regent University School of Psychology & Counseling midterm and final evaluation of the student and sign off on the student's time log.
- 9) To communicate with the Regent University faculty supervisor, either in person or via telephone/e-mail throughout the field experience.
- 10) To help the student fulfill his/her responsibilities to the Regent University Field Experience course.

The Field Experience Student agrees to the following:

- 1) To be open and willing to experience the various opportunities and activities at the site.
- 2) To meet with the site supervisor an average of one hour per week for supervision.
- 3) To conduct his or herself in accordance with the professional ethics and codes for human services and/or pastoral counseling.
- 4) To adhere to and support the confidentiality standards of the site.
- 5) To adhere to the administrative policies, rules, standards, schedules, and practices of the site.
- 6) To seek assistance from the Faculty Supervisor to resolve any issues that may affect this field experience.
- 7) To be open and embracing of work with diverse colleagues and clients.
- 8) To model positive interpersonal behaviors in working with peers, supervisors, and clients.
- 9) To be punctual and present on days scheduled to be on site.
- 10) To complete all assignments agreed upon for the site.

STUDENT ETHICAL AGREEMENT

I hereby attest that I have read and will adhere to the ethical code which most closely aligns with my current professional identity, _____ (list ethical code here, ex. [NOHS](#)).

I will conform to the above listed ethical standards of practice and to the ethical standards required of my field experience site.

I understand that any breach of these professional ethics will result in my removal from the field experience, a failing grade, and documentation in my permanent record.

I agree to adhere to the administrative policies, rules, standards, and program requirements of the field experience site and the Department of Counseling Ministries at Regent University.

Student Signature: _____

WAIVER OF LIABILITY

Students are advised that they can be held liable for malpractice. Thus, helping students may be required to obtain liability insurance if the site requires it (should be confirmed with site supervisor before beginning the field experience).

Regent University assumes no responsibility to defend, hold harmless, or indemnify any Department of Counseling Ministries student sued for malpractice.

Student Signature: _____

FIELD EXPERIENCE SITE INFORMATION/DESCRIPTION

Site Name:

Phone:

Site Address:

E-mail:

Site Supervisor Name (and title):

Job Description:

This agreement was made on _____ by and between _____
(Student name) and _____ (Site Supervisor Name).

This agreement will be effective from _____ to _____ for 8-10 hours per week for
three credit hours.

Site Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____