

**Wake Forest University
Department of Counseling**

**Master of Arts in Human Services
Field Experience Site Agreement**

**THIS AGREEMENT MUST BE COMPLETED ELECTRONICALLY—
SEE CLINICAL PROGRAM MANAGER FOR ADDITIONAL INFORMATION**

This Human Services Field Experience Site Agreement (this "Agreement") is made and entered into as of the ____ day of _____, 20__ ("Effective Date") by and between Wake Forest University ("Wake Forest"), and _____, the Field Experience Site ("Site"), located at _____.

WHEREAS, Wake Forest desires to affiliate with Site to provide field experiences ("Experiences") for students enrolled in Wake Forest's Master of Arts in Human Services Degree Program (each, a "Student" and collectively, "Students"); and

WHEREAS, Site and Wake Forest agree to enter into this Agreement to facilitate such Experiences;

NOW THEREFORE, Site and Wake Forest, in consideration of the foregoing, hereby agree as follows:

1. This Agreement is intended to describe the relationship between Site and Wake Forest for Experiences in general during the term set forth in Section 2 below. Specific information regarding particular Students and their respective Experiences is provided in the attached Schedule A, which may be updated from time to time upon the written agreement of the parties without formal amendment of this Agreement.
2. The term of this Agreement shall be from _____ to _____.
3. The services to be provided by Site under this Agreement are described in Schedule B attached and incorporated herein.
4. Site shall designate a qualified staff member ("Site Mentor/Supervisor") who will be responsible for planning and implementing the Experiences. The Student will be subject to the supervision and guidelines provided by the Site Mentor/Supervisor or his or her designee. The qualifications and responsibilities of the Site Mentor/Supervisor are attached and incorporated herein as Schedule C. The name, contact information and qualifications of the designated Site Mentor/Supervisor under this Agreement are:

Name: _____

Title: _____

Address: _____

Email: _____ Phone: _____

Credentials/Licenses: _____

Education (degree and major): _____

Years of pertinent professional experience (e.g., 3 years Humans Services) post master's degree:

5. Wake Forest shall designate a faculty member (the "Faculty Contact") who will be responsible for the academic aspects of the Experiences and who will be the Site Mentor/Supervisor's primary point of contact for matters

described more fully in Schedules B and C to this Agreement. Wake Forest will provide the name and contact information for the Faculty Contact for a particular Student's Experience(s) once such Student has begun his or her Experience. For administrative matters relating to this Agreement in general, or to address any issues prior to the naming of the Faculty Contact, the Site Mentor/Supervisor may contact Wake Forest's Clinical Program Manager, Dr. Carla Emerson, by phone at (336) 758-3370 or by e-mail at emersoch@wfu.edu.

6. The Student will not be treated as or act as an employee or agent of Wake Forest, and Site will not represent that the Student is acting on behalf of Wake Forest in any of the Student's activities. Site will comply with all laws and regulations relating to the activities of the Student participating in the Experiences. Notwithstanding the foregoing, Wake Forest will maintain general liability insurance coverage for activities relating to the Student's participation in the Experiences and professional liability insurance coverage in the amount of \$5,000,000 annual aggregate and \$2,000,000 per occurrence while the Student is participating in such Experiences. The parties understand and agree that this Agreement in general and this Section 6 in particular are intended to address relationships directly relating to the Experiences described on Schedule A, and do not supersede any obligations Site may have to a Student who is a paid employee of Site in a separate capacity.
7. Site agrees to indemnify, defend and hold harmless Wake Forest and its employees, trustees, affiliates, and agents from and against any and all claims, losses, damages, suits, costs (including attorneys' fees and defense costs), regardless of the outcome of such claims or actions, arising out of or relating to any allegedly negligent or intentional act or omission of Site, and its employees and agents in connection with this Agreement.
8. A Student's participation in the Experiences may be ended at the discretion of Site or Wake Forest. In the event of a decision by either party to terminate a Student's participation before the agreed upon completion date, the Site Supervisor shall determine, and Site shall grant, the amount of time deemed reasonably sufficient to accomplish an appropriate termination with clients so as to avoid abandonment of clients and to provide a therapeutic closure to the client/counselor relationship.
9. Site and Wake Forest acknowledge that the Family Educational Rights and Privacy Act ("FERPA") protects Student educational records and both agree that they shall refrain from disclosing a Student's educational records except with such Student's consent or as permitted under FERPA and all regulations thereunder.
10. This Agreement may not be assigned, modified or altered in whole or in part, without the prior written consent of both parties.
11. This Agreement, including facsimile or electronic (e.g., pdf) versions thereof, may be executed in one or more counterparts, each of which may be deemed an original but all of which constitute one and the same. The individuals executing this Agreement represent and warrant that they are duly authorized and empowered to do so.
12. This Agreement constitutes the entire understanding between the parties and shall be governed by the laws of the State of North Carolina without giving effect to its conflict or choice of laws rules.

[The next page is the signature page.]

IN WITNESS WHEREOF, the parties, acting through their duly authorized officials, have executed this Agreement on the date first herein above written.

WAKE FOREST UNIVERSITY

By: _____
Carla H. Emerson
Clinical Program Manager

SITE REPRESENTATIVE

[site] _____
By: _____
Printed Name: _____
Title: _____

* * * * *

SITE MENTOR/SUPERVISOR ACKNOWLEDGMENT

I certify that I have read and understand my responsibilities as Site Mentor/Supervisor and that I meet the qualifications outlined in this Agreement, including any schedules to this Agreement.

Signature

Printed Name

Date

* * * * *

STUDENT ACKNOWLEDGMENT

I certify that I have read and understand my responsibilities as a Student participating in the Experience(s) described under the terms of this Agreement, including any schedules to this Agreement.

Signature

Printed Name

Date

SCHEDULE A

Master of Arts in Human Services
Field Experience Site Agreement

Description of Experience and Identity of Participating Student

The following information is provided in connection with the Human Services Field Experience Site Agreement dated as of _____, 20____, between Wake Forest University and _____ (the "Agreement"). Capitalized terms used but not defined in this Schedule A shall have the respective meanings set forth for each in the Agreement.

1. The Student participating in the Experience noted below is:

Name: _____

Address: _____

Email: _____ Phone: _____

2. Beginning date of Student's Experience at Site*: _____

3. Ending date of Student's Experience at Site*: _____

SAMPLE

SCHEDULE B

Master of Arts in Human Services Field Experience Site Agreement

Site Responsibilities

1. **Student's Required Hours For Semester:** 200 hours per semester are required for the Human Services Field Experience, including 21 hours that are comprised of university supervision meetings with the Wake Forest instructor/university supervisor and peers and are not the responsibility of the Site.

2. **Site Agrees:**
 - a. To provide a Site Mentor/Supervisor who has the required qualifications listed in the attached Schedule C.
 - b. To provide the Site Mentor/Supervisor's resume or curriculum vitae and verification of his/her current professional license/credential to Wake Forest prior to the start date of the Experience.
 - c. To provide the Student with opportunities to perform, under supervision, a variety of activities that a regularly employed staff member in a human services setting would be expected to perform. A regularly employed staff member is defined as a person occupying the professional role to which the Student is aspiring (e.g., case management, record keeping, information gathering, referrals, staff meeting attendance, program development).
 - d. To provide the opportunity for the Student to obtain the required number of field experience hours necessary for successful completion of the Experience.
 - e. To provide the Student with adequate work space, to the extent possible, and resources necessary to conduct professional activities required for the Experience.
 - f. To notify the Faculty Contact immediately if there are any changes to the dates, hours, supervision, or other material aspects of the Experience.
 - g. To notify the Faculty Contact immediately if any concerns arise regarding the Student's ability to be successful, ethical, or professional at the Site.
 - h. To complete all required forms evaluating the Student's work and development in connection with the Experience.
 - i. If Site is also the Student's regular place of employment:
 - i. The Student cannot work with the same clients/students as both a paid employee and a field experience student.
 - ii. The Student's approved Site Mentor/Supervisor during the Experience must be a different person from his/her employment supervisor.
 - iii. The Student must be able to perform additional duties and roles not included in his or her employed position, if possible, to have an appropriate Experience.

SCHEDULE C

Master of Arts in Human Services Field Experience Site Agreement

Site Mentor/Supervisor Qualifications and Responsibilities

1. **Qualifications:**

Each Site must provide a Site Mentor/Supervisor who has the required credentials, supervision experience and training, as well as a commitment to the development and training of a human services student. Each Site Mentor/Supervisor must meet the following requirements:

- a. A minimum of a master's degree in human services or a related field.
- b. A minimum of two years of pertinent professional experience in the human services field.
- c. Knowledge of the program's expectations, requirements, and evaluation procedures for Student.

2. **Responsibilities:**

- a. Review the Wake Forest Department of Counseling's Student Field Experience Manual and understand the expectations for the Student's field experience.
- b. Provide the required number of experience hours and supervision the Student will need to accumulate over the course of the semester at the Site as noted below:

On Site Hour Requirements

Field Experience— completed across 15 week semester	Total Hours at Site	Supervision on Site
Human Services	350	14 (1 hour per week)

- c. Provide face-to-face individual or triadic mentorship/supervision to the Student for a minimum of 14 hours during the semester with a minimum of 1 hour of mentorship/supervision each week during the Experience. :
- d. Observe the Student's work during the semester in order to provide appropriate mentorship/supervision and evaluation of the Student's skills and professional development.
- e. Sign time logs provided by the Student to verify mentorship/supervision hours and field experience hours.
- f. Submit the midterm and end-of-semester evaluations of the Student directly to the Faculty Contact by the deadline.
- g. Respond to contact by phone, email, or video conferencing from the Faculty Contact and be available for regular consultation, as needed, regarding the Student's progress.
- h. Notify the Faculty Contact immediately if any concerns arise regarding the Student's ability to be successful, ethical, or professional at the Site.
- i. Identify a back-up or secondary mentor/supervisor for the Student to contact if a question or crisis arises and the Site Supervisor is unavailable for immediate consultation.
- j. Provide an orientation of the Site, clarify roles and functions of the Student and of other staff members, explain and provide copies of relevant policies and procedures of Site, including crisis (e.g., suicidal ideation/homicidal ideation) protocol, and assist the Student in developing a plan for the semester to be submitted to the Faculty Contact.